

Floyd County Arts and Crafts Festival Regulations

1. Items for sale should include only original handcrafted items. The Exhibits Committee may reject any items they consider inappropriate for display.
2. For the 2017 festival vendors may check in and set up on Friday evening Sept. 29th from 5:30 to 8:30 P.M. Please be out of the building by 9:00 PM. Vendors may begin setting up on Saturday morning at 7:00 AM.
3. Please check in at the registration table in the main lobby upon arrival. Vendors will be given a name tag to wear at all times during the festival hours.
4. Vendors must supply their own tables, chairs, and tents or canopies. Please do not drag items across the gym floor to avoid damage to the wooden floors. If food or drink is taken into the gyms by vendors be sure bottles or cups have lids. All vendors are expected to clean up and remove any trash around their space before leaving.
5. Please note on your registration form if you need electricity as this affects your space assignment. You will need to bring your own heavy duty extension cord. (100 feet if possible.) Electrical hook-ups for outdoor spaces will be supplied upon request and a school custodian must implement the connection.
6. No exhibits will be permitted to obstruct the walkways. No person will be allowed to move into another person's space without permission from the Exhibits Committee. If vendors do not occupy their space by 12:00 noon on Saturday without notifying the Vendor Exhibit Co-Chair, then that vendor will not be able to set up in their space(s) on Saturday or Sunday. Emergency contact number during festival hours is (540) 392-4664 (Pat Harris). Vendors must stay with their exhibits until the festival is closed to the public. Please do not pack up and leave early unless it is an emergency.
7. Each vendor is responsible for his or her own VA sales tax.
8. Cancellations must be made in writing before Sept. 1, 2017. No refunds will be given after this date. Refunds will not be issued in case of inclement weather.
9. No smoking (VA state law) and no pets allowed (service dogs permitted) on school premises, inside or outside the buildings. No open lighted candles are allowed inside buildings.
10. **FOOD VENDORS:** Vendors who sell food to be consumed on the premises must agree to pay the regular space fee in advance and pay to the sponsoring club 10% (ten percent) of their gross sales at the end of the festival weekend. Vendors who do not comply within two weeks of the end of the festival will not be permitted to participate in the 2017 Festival.
11. No vehicles are to park on the grass that joins the front of the building without the consent of the Exhibits Committee. Unauthorized vehicles left overnight on the school property will be towed at the owner's expense.
12. The GFWC Floyd County Woman's Club will not be responsible for theft or damage of any belongings of the exhibitors during the festival. The club provides a security guard on the premises both Friday and Saturday nights.
13. The GFWC Floyd County Woman's Club reserves the right to deny any vendor application for any reason.
14. The GFWC Floyd County Woman's Club has the right to ask any vendor to leave at any time for any reason. In the event that the club has to exercise this right, the vendor will NOT be given a refund for the space fee.