

Floyd County Arts and Crafts Festival Regulations  
2019

- For the 2019 festival, no vendor will be able to set up on Friday, Oct. 4<sup>th</sup> due to a scheduled school event. Vendors may check in and set up on Saturday morning Oct. 5<sup>th</sup> beginning at 5:00 a.m. Please be ready for shoppers at 10:00 a.m.
- Please check in at the registration table in the lobby upon arrival. Vendors will be given a name tag to wear at all times during the festival hours.
- Vendors must supply their own tables, chairs, tents and/or canopies. Vendors who require electricity will need to provide their own heavy duty extension cord of a 100 feet or more. Electrical hook-ups for outdoor spaces will be supplied upon request and a school custodian must implement the connection both inside and outside.
- Do not drag items across the gym floor to avoid damage to the floors/mats.
- All vendors are expected to clean up and remove any trash around their space before leaving each evening.
- No exhibits will be permitted to obstruct the walkways. No vendor will be allowed to move into another vendor's space without permission from the Exhibits Committee. If vendors do not occupy their space by 12:00 noon on Saturday without notifying the Exhibits Committee. The forfeited space(s) will not be available once the space is reassigned.
- Vendors must stay with their exhibits until the festival is closed to the public each evening. Do not pack up and leave early unless it is an emergency and the Exhibits Committee has been notified.
- Each vendor is responsible for his or her own VA sales tax.
- Cancellations must be made in writing before Sept. 20, 2019. No refunds will be given after this date. Refunds are not issued in case of inclement weather.
- School rules apply to public use and the following are not allowed; No smoking or tobacco use (VA state law); no pets (except for service dogs), and no open flames inside buildings (such as candles, incense burners, Bunsen burners, etc.)
- **FOOD VENDORS:** Vendors who sell food to be consumed on the premises will be charged a flat fee of \$100.00 per space. No other fee will apply.
- All vendors are encouraged to park at the Floyd County Court House on Route 8 and ride a shuttle bus on Saturday and Sunday. A limited number of parking spaces are available onsite for those who must replenish stock. The bus will run continuously from 7:30 a.m. to 6:00 p.m. on Saturday, and from 10:00 a.m. to 6:00 p.m. on Sunday, if you need to return to your vehicle for supplies.
- No vehicles are to park on the grass without the consent the Exhibits Committee.
- 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 Saturday night.
- The GFWC Floyd County Woman's Club reserves the right to deny any vendor application for any reason.
- The GFWC Floyd County Woman's Club has the right to ask any vendor to leave at any time, for any reason (example: not selling handcrafted items). In the event that the club has to exercise this right, the vendor will not be given a refund for the space fee.
- Applications for the 2020 Festival may be turned in anytime Saturday or Sunday at the hostess table. Please note on your registration form if you need electricity as this affects your space assignment.

Pat Harris – Vendor Coordinator, Floyd County Arts & Crafts Festival  
Questions call (540) 789-7404

Emergency vendor contact numbers during festival hours are:  
Pat Harris (540) 392-4664 or Susan Leonard (540) 250-8486