



Fiber Arts Fest & Sale
September 30-October 1, 2017
Vendor/Demonstrator Information

Show Description: This is a quality, professional show featuring some of the area's finest fiber arts teachers, artists, and suppliers.

Show Location: The two-day show is held in beautiful, climate controlled Founder's Hall at Sauder Village, 22611 State Route 2, in Archbold, Ohio, 4-miles from Ohio Turnpike Exit #25.

Check-In and Set-Up: Saturday, September 30 from 7:30 a.m. – 9:45 a.m. Please come directly to the registration desk in the lobby of Founder's Hall to check-in and receive your table assignment. All vehicles are to be unloaded and moved to the overflow parking before the show opens to the public.

Show Dates and Hours: Saturday, September 30 - 10:00 a.m. – 5:00 p.m.
Sunday, October 1 - 11:00 a.m. – 4:00 p.m.
(Exhibitors allowed in the hall at 10:00 a.m. on Sunday)
Exhibits cannot be dismantled before 4:00 p.m. on Sunday.

Early Acceptance Deadline: We would appreciate you submitting your application prior to May 26, 2017; however, we will continue to accept registrations after this date based on exhibit table availability.

Demonstrators: The show is open to demonstrators at no charge. If you are interested in demonstrating, fill out the appropriate information on the registration form.

First-time Vendors: New vendors are required to send photographs of your work (or provide a link to your website address) for jury review. Photographs may be submitted via mail or e-mail.

Table Assignment:

- Table space allocations are based on the desire for maintaining the show's quality and variety. *Prior exhibiting does not necessarily guarantee space in future shows.*
- If you have any preference or comments regarding the location of your exhibit tables in Founder's Hall, please inform us of this when submitting your application. While we try our best to accommodate each vendor's request, we know that you understand that this is not always possible.

Vendor Fees: The fee for vendor tables is \$50 for 8' long tables. Electricity is an extra \$5 if needed and specified on your application. Comfortable, upholstered folding chairs are provided at no charge.

Vendor Rules:

- Vendors must provide attractive floor-length table skirts, covering at minimum the front and sides of your tables. Tables are 8' long.
- All boxes and packing materials must be placed under the exhibit tables or removed from the Hall prior to opening of the show.
- All merchandise and accessories must be inside your space and may not be in the aisles.
- Appropriate attire and professional conduct is expected.
- All signage should be tasteful and in neutral colors appropriate for the artisan atmosphere and the show venue. No florescent signs are considered appropriate. Show management reserves the right to remove any objectionable merchandise or signs.
- Dealers must guarantee everything that they sell. No discount signs are to be displayed.
- Displays must remain intact until the 4:00 p.m. closing on Sunday.

Show Admission: Regular admission rates will apply for guests wanting to visit both the Fiber Arts Fest and the Historic Village, but for those who only want to see the show, a special admission rate of \$10.00 (further discounts apply) is provided. While we hope you encourage your customers to come and experience all that Sauder Village has to offer, we trust that this exhibit-only admission will be helpful to those who prefer to see just the Fiber Arts Fest.

Complimentary Passes: Each accepted vendor will receive two complimentary one-day passes to the Historic Village and the Fiber Arts Fest for use either Saturday or Sunday. These passes can be given to special customers that you would like to attend as your guests. Exhibitors must sign these cards in order for them to be valid. While the passes cannot be redeemed for cash, their value totals up to \$34!

Promotion: Show flyers and Sauder Village brochures are provided for use in promoting the event to your customers. Please specify on your application the quantity of flyers and brochures that you would like us to send to you. Sauder Village will submit a press release on behalf of accepted vendors to your newspaper of choice, based on the completion of the information on the exhibitor application.

Sales Tax: Each vendor must have Transient License for the State of Ohio, or a Fulton County Vendors License, and is responsible for collection of sales tax. Questions can be directed to the Ohio Department of Taxation, Licensing Unit, 800 Freeway Drive North, Columbus, OH 43229, 888-405-4089.

More information about sales tax may be found here:

http://www.tax.ohio.gov/online_services/business_taxes_sales_filing.aspx

A vendors license application may be found here:

http://www.tax.ohio.gov/sales_and_use/registration.aspx

All vendors are required to provide Sauder Village with your vendor's license number, as the state requires the Village to document this in our records. The Fulton County, Ohio sales tax is 7.25%.

Parking: There is ample free parking with easy access for loading and unloading. Before the opening of the show, all exhibitors are asked to park in the south lot behind Founder's Hall or anywhere away from the entrance to the facility in order to reserve the closest parking spaces for customers attending the show. Extra large trailers should be parked in the overflow lot north of the Heritage Inn.

Lodging: All lodging arrangements must be made directly with the Sauder Heritage Inn and Campground reservationist. As a vendor, you are eligible to make an early reservation at our beautiful 98-room country Inn. The campground is another good option, and is complete with bathhouse and laundry. **Once you are a confirmed vendor you will be given a Booking ID number to secure your reservation at the discounted group rate.** All lodging arrangements must be made directly with the Sauder Heritage Inn and Campground reservationist (800-590-9755 ext. 3001).

No pets or smoking are permitted at Sauder Village.

Historic Sauder Village: Sauder Village is a non-profit institution whose mission is to offer guests experiences rich in history, hospitality, creativity and fun. We realize that the days of the show are very busy and usually do not allow you to take time to visit the Historic Village. If your schedule permits you to come in early on Friday, please let us know. We would be happy to make arrangements for you to be our guest on that day so that you can experience all that the Historic Village has to offer. It is a special experience that we know you would enjoy.

Questions?

Contact Dawn Hauter at 800-590-9755 or 419-446-2541 ext. 3076 or dawn.hauter@saudervillage.org