

**NYS Sheep & Wool Festival**  
**Attn: Vendor Coordinator**  
**38 Woods Drive**  
**Pine Plains, NY 12567**  
**vendors@sheepandwool.com**



## **2019 VENDOR CONTRACT – Festival Dates: October 19 and 20, 2019**

Festival Hours: 9am-5pm Sat., 9am-4pm Sun. Vendors must remain open during open hours and may not begin breaking down before 4pm. Vendors may only set up their booths beginning the Thursday, 9am before the Festival.

### **1) QUALIFICATIONS**

- Seventy five (75%) percent of your products must be fiber animal or fiber related (fencing, tools, etc), unless otherwise approved by our committee.
- Entries are judged on quality, creativity and originality.
- No vendor is guaranteed a booth as a vendor from one year to the next.
- The Festival reserves the option to not renew vendor contracts. If a contract is not renewed, any fees collected will be returned in full.
- New and unique products are encouraged.

### **2) DEADLINES**

**Mailed Applications must be postmarked by January 31, 2019.**

- **Returning Vendors** are *required* to re-apply for vendor status with our on-line vendor application module: [www.sheepandwool.com](http://www.sheepandwool.com). Complete instructions are posted with the module.
- You will not need a Paypal account to use Paypal, which is our credit card processor. Any credit card or even a personal or business check may be used for payment. You will receive a receipt via email from Paypal, which proves you've renewed your booth fee. Be sure you receive it.
- **New** applications **MUST** be **USPS MAILED** and include the form, jury fee, photos or a CD, or website link to images of your work, and a self-addressed stamped envelope for return of such materials.
- The application should include product descriptions and pricing. Contracts are awarded and space assigned based on this information. Be complete!

### **3) NEW FEE SCHEDULE is as follows:**

- **Current Vendor "early renewal" special of \$400.00 PER BOOTH SPACE will be honored through Oct. 31, 2018 for all those vendors using the on-line application process.**
- **From Nov. 1, 2018 until Dec. 31, 2018 – renewal - \$450.00**
- **From Jan. 1, 2019 until Jan. 31, 2019 – Full Booth Price - \$500.00**  
**On Feb 1, 2019 our courtesy of holding the booth expires it will be re-assigned.**
- A \$25 non-refundable jury fee is required for NEW vendor applicants. Make checks payable to "DCSWGGA". **DO NOT INCLUDE THE BOOTH FEE. IF YOU ARE ACCEPTED AS A VENDOR WE WILL CONTACT YOU AND REQUEST THE BOOTH FEE BALANCE.**

### **REVIEW OF OUR POLICY - PLEASE READ THE FOLLOWING CAREFULLY**

**After Jan. 31, 2019**, if renewal has not been received, the booth(s) will be re-assigned. No exceptions and the online module will be disabled.

4) Vendors are responsible for transportation, insurance, and sale of their own work. Security will be provided during the weekend of the Festival, however, Dutchess County Sheep and Wool Growers Association (DCSWGGA) and NYS Sheep and Wool Festival (NYSSWF) assume no responsibility for loss or damage/injury to any work, display or person.

5) If accepted as a vendor, you must provide

- a) a current copy of their New York State sales tax certificate
- b) a Certificate of Liability Insurance, and (See #6, if you need coverage)
- c) if you are a food vendor *giving out samples*, a Dutchess County Department of Health permit is required.

Certificate of liability insurance information for accepted vendors:

The USER (vendor) shall provide an original Certificate of Insurance showing evidence of the following minimum limits of insurance or as required by law, whichever is greater.

Said **certificate must name exactly as follows:**

**The Dutchess County Sheep and Wool Growers Association, NYS Sheep and Wool Festival and the Dutchess County Agricultural Society.**

- a) Comprehensive General Liability including contractual, with a minimum combined single limit per occurrence of \$1,000,000.
- b) **No animals allowed in the buildings except those permitted by building use and those assisting the disabled (service animals) or law enforcement.**

#### **6) OPTIONAL LIABILITY INSURANCE THROUGH THE DUTCHESS COUNTY FAIRGROUNDS**

For vendors who do not have their own liability coverage, the Festival has an agreement with the Dutchess County Fairgrounds allowing those vendors who choose, to buy liability coverage through the Fairgrounds insurer. Please see enclosed Insurance Acknowledgement form to apply and pay for this.

7) New Vendors: A \$500.00 weekend booth fee is requested upon acceptance. (\$475.00 IF the \$25 jury fee has been previously paid). Acceptance notifications will be made after January 31, 2019. **Rejected vendor applicants will receive notification.** Accepted vendors will be listed on our web site, [www.sheepandwool.com](http://www.sheepandwool.com), after June 2019.

8) If accepted as a vendor, confirmation e-mails with space assignments will be mailed out upon receipt of the total booth fee and other required documentation as outlined above in #5. The Festival reserves the right to reassign booth space on an "as needed" basis. **While we will do everything possible to honor previous vendor booth assignments, the Festival in no way guarantees any particular space assignment to any particular vendor.**

**9) Subletting of space is not allowed.** Vendors may share a space, only after Festival approval, provided each vendor has completed and signed an application. Failure to respect this will be grounds for not being invited back. Booth set-up **MUST BE WITHIN THE CONFINES OF THE DESIGNATED SPACE. NO PART OF THE BOOTH DISPLAY IS ALLOWED TO EXTEND INTO ANOTHER VENDOR'S BOOTH OR INTO THE AISLE.**

#### **10) REFUND DEADLINE - September 1, 2019**

Any vendor who cancels for whatever reason is entitled to a refund, IF the cancellation is prior to September 1, 2019 and IF we are able to fill that spot.

After September 1, 2019– no refunds will be given and booth space for the following year must be reapplied for. If a vendor is asked by the Festival to leave the premises, no refund will be given.

11) The Festival reserves the right to ask any vendor to leave if they violate these terms, or if their products do not appropriately adhere to the above mentioned rules. The Festival will not be liable for any monies or damages incurred by exercising this right. **Please take note that anyone seen defacing or found to have defaced any Fairground property will not be allowed to return and may face further charges.**

#### 12) ANIMAL POLICY

There are no animals permitted, with the following exceptions: service animals, approved rabbits, sheep, goats, llamas and alpacas involved with breed displays or shows, sheep dog puppies being sold in your booth **with our approval** and sheep dogs used in the dog trials and demos. If you are selling rabbits or sheep dog puppies from your booth, you MUST notify the Vendor Manager in advance. You will then receive the Festival’s terms and guidelines for the sale of these animals on Fairground’s property. Only those vendors agreeing to abide by these guidelines will be permitted to sell rabbits and sheep dog puppies. **NO PETS are allowed anywhere, including the camping area!** The Fairgrounds and the Festival reserve the right to ask anyone violating this rule to leave the premises. No refund on camping fees or booth fees paid, will be given.

#### 13) APPLICATION MATERIALS – DEADLINE January 31, 2019

Download, print and complete the vendor application form. Submit the application with the \$25 jury fee, photos or CD, and a stamped self-addressed envelope for return of materials, by January 31, 2019. Make all checks payable to “DCSWGGA”. Please send to the address above, attention: Vendor Coordinator.

14) All members of the DCSWGA who work at the Festival are volunteers. We will always do our best to respond to your inquiries in a timely fashion.

#### 15) ELECTRICITY AND Wifi INTERNET ACCESS

Please remember that electricity in all Buildings is not a contractual element of your agreement with us. Neither the Festival nor the Fairgrounds guarantees, or charges a fee for, electric service. It is available as a courtesy. If there is a problem with electric service in your booth we will do our best to remedy the situation BUT we will not be held liable for any electrical supply problems. The same is true regarding telephone service and WI-FI service. These are services that are independently contracted between the vendor and the provider. The Festival does not play any role in that relationship.

16) We update our vendor webpage and post as much information as possible to keep you posted throughout the year. We anticipate continuing to use MailChimp to communicate throughout the year to keep you updated with what we’re doing. The Festival has a twitter account with a volunteer “tweeting” for us. Follow us for the most current “news”. Your feedback is important to us – we want to know your thoughts and ideas about the Festival – what we’re doing right and what can be improved upon.

Experience has shown that institutional emails (corporate, non-profit, edu) have spam filters that prevent our emails to getting to recipients. Therefore, we highly recommend you use a private web-based email account when registering and communicating with the Festival.

There are many challenges in presenting an event of this size. The Festival is a dynamic event – constantly changing, growing and adapting. We look forward to meeting those challenges and

continuing to work with you to present a wonderful show each and every October. We welcome your input. If you have an idea that you think we can all benefit from, we'd love to hear from you!

**Failure to respect these policies will be grounds for not being invited back.**