

NYS Sheep & Wool Festival
Attn: Vendor Coordinator
38 Wood Drive
Pine Plains, NY 12567



vendors@sheepandwool.com

www.sheepandwool.com/vendors/

2021 VENDOR CONTRACT – Festival Dates: October 16 and 17, 2021

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, 8am 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.
- Applicants are judged on quality, creativity and originality. Unique products are encouraged.
- 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.

2) DEADLINES

- **Returning Vendors** are invited to renew their vendor status with our on-line vendor module: www.sheepandwool.com/vendors. Complete instructions are posted with the module.
- **New Vendor** applications **MUST use the online application form:**
DEADLINE to apply: May 1, 2022 <https://sheepandwool.com/vendors/>
You can upload your product images with the form. If you cannot use the online application, please contact the Vendor Manager.

The application **should** include product descriptions and pricing. Contracts are awarded and space assigned based on this information. Be complete!

3) FEE SCHEDULE is as follows:

- **Current Vendor “early renewal” special of \$400.00 PER BOOTH SPACE will be honored through Oct. 31, 2021 for all those vendors using the on-line renewal process.**
- **From Nov. 1, 2021 until Dec. 31, 2021 – renewal -\$450.00**
- **From Jan. 1, 2022 until Jan. 31, 2022 – Full Booth Price - \$500.00**
On Feb 1, 2022 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, 2022, 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 your New York State sales tax certificate and post it visibly in your Booth
 - b) a Certificate of Liability Insurance
 - 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.

Dutchess County Sheep and Wool
Growers Association (DCSWGGA)
PO Box 415
Red Hook, NY 12571
festivalinfo@sheepandwool.com

NY State Sheep and Wool Festival
PO Box 415
Red Hook, NY 12571
festivalinfo@sheepandwool.com

Dutchess County Ag Society, Inc
PO Box 389
6550 Spring Brook Avenue
Rhinebeck, NY 12572
info@dutchessfair.com

- 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.**

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, 2022. **Rejected vendor applicants will receive notification.** Accepted vendors will be listed on our website, www.sheepandwool.com, after June 2022.

8) If accepted as a vendor, confirmation e-mails with booth space assignments will be e-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 CAN TO EXTEND INTO ANOTHER VENDOR'S BOOTH OR INTO THE AISLE.**

10) REFUND DEADLINE - September 1, 2022

Any vendor who cancels for whatever reason is entitled to a refund, IF the cancellation is prior to

September 1, 2022 and IF we are able to fill that spot.

After September 1, 2022– 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 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!

It is illegal to leave pets in cars in New York State.

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) 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.

14) We update our vendor webpage and post as much information as possible to keep you informed 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.