

The NYS Sheep & Wool Festival

38 Woods Drive

Pine Plains, NY 12567

margewcc@yahoo.com

VENDOR APPLICATION October 20 and 21, 2012

1) Seventy five percent of your products must be fiber animal or fiber related, unless otherwise approved by our committee. Entries are judged on quality, creativity and originality. No vendor is guaranteed to return 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) **Mailed Applications must be postmarked by February 1, 2012.** **Returning Vendors** MAY, beginning later this year, re-apply for vendor status with our new on-line vendor application module. It may be found at www.sheepandwool.com. Complete instructions will be posted with the module. The "early renewal" fee of \$250.00 will be honored through Nov 1, 2011 for all those vendors using the on-line application process. After that \$275.00. For 2012 applications only, there will be a one year period where we will accept paper applications for returning vendors. After 2012 ALL returning vendors will be expected to use the on-line vendor program. Those choosing NOT to use the on-line program for 2013 will be surcharged a \$50.00 application processing fee. **NO EXCEPTIONS ! New applications MUST be USPS MAILED** and include the form, jury fee, photos or a CD 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) **A \$25 non-refundable jury fee is required** for NEW vendor applicants. Make checks payable to "**DCSWGGA**". Booth fees for vendors wishing to return to the 2012 Festival are printed on the application form.

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, vendors must provide a current copy of their New York State sales tax certificate, a Certificate of Liability Insurance, and if you are a food vendor, a Dutchess County Department of Health permit.

Certificate of liability insurance information :

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

**FOR LOCATIONS IN BUILDING 26 AND OUTSIDE 27A, Cornell Cooperative Extension of Dutchess
County must also be named.**

as "**additional insured**" with not less than 30 days notice of cancellation. All insurance must be written in a New York State licensed insurance company. Certificate must be signed by an authorized representative of the insurance company and indicate the event/reason for facilities usage on the Certificate AS WELL AS DATES, INCLUDING SET-UP AND TEAR DOWN.

- a. Comprehensive General Liability including contractual, with a minimum combined single limit per occurrence of \$1,000,000. If the general liability is from a policy of insurance commonly known as Business Owners Policy (BOP), the Certificate must indicate that the liability insurance provided under the BOP is primary for this event/purpose. **NO EXCEPTIONS**

- b. If the USER is a corporation or business, and/or has employees, the Certificate of Insurance must include proof of Worker's Compensation.
- c. If any other outside vendor is being used for the event, Certificates of Insurance for General Liability and Worker's Compensation (as in a & b) must be provided.
- d. Use of alcoholic beverages on the property is prohibited.
- e. **No animals allowed in the buildings except those permitted by building use and those assisting the disabled or law enforcement.**

6) For vendors who do not have their own liability coverage the Festival now has an agreement with the Fairgrounds allowing those vendors who choose, to buy liability coverage through the Fairground's insurer. (Please see enclosed form.) This coverage is only available to vendors that have booth space in Fairgrounds owned buildings. IT IS **NOT** AVAILABLE TO VENDORS IN 4H OWNED BUILDINGS OR WHOSE BOOTHS ARE OUTSIDE ON 4H PROPERTY – BUILDINGS 26 AND 27, OUTSIDE IN AREA 27A THE BLACKTOP BETWEEN BUILDINGS 27 AND 28, as it will not provide the extent of coverage required by the owner of the property – Cornell Cooperative Extension of Dutchess County.

7) For new vendors :the weekend \$275 booth fee is required upon acceptance.(\$250 IF the \$25 jury fee has been previously paid). Acceptance notifications will be made DURING Spring 2012. **If a vendor is not accepted we will send a note explaining why.** Accepted vendors will be listed on our web site, www.sheepandwool.com, after June 2012.

8) If accepted as a vendor, confirmation letters 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) Any vendor who cancels for whatever reason is entitled to a refund, IF the cancellation is prior to September 1, 2012 and IF we are able to fill that spot. After September 1, 2012 – no refunds will be given and booth space for the following year must be reapplied for. If anyone is asked by the Festival to leave the premises, no refund will be given. **Subletting of space is not allowed.** Vendors may share a space, **upon Festival approval**, provided each vendor has completed and signed an application. 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) 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.**

11) There are no animals permitted, with the following exceptions: 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.

12) Download, print and complete the vendor application. Submit the application with the \$25 jury fee, photos or CD, and a stamped self-addressed envelope for return of materials, by February 1, 2012. Make all checks payable to "DCSWGGA". Please send to the address above, attention: Vendor Information.

13) All vendor booth fees for the 2011 Festival year (June 30, 2012 - May 31, 2013) include one free link to an email address or website. Please make sure you include this with your contact information on the application. It is the vendor's responsibility to provide us with current or updated information. Previous charge for this link was \$25.

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) 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 will be redoing our vendor webpage and posting as much information as possible to keep you updated throughout the year. In time, we hope to keep mailings to an absolute minimum, saving time, natural resources and expense. In addition, we anticipate having the vendor application process on-line either later this year or early next, with payment being processed through Paypal. You will not need a Paypal account to use Paypal. Any credit card or even a personal or business check may be used for payment. We have been using this system for the last two years with our workshop program and are pleased with the results.

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 !