

## Vendor Policies

### Fiddlehead School of Arts and Sciences 2024 Artisan Fair – Saturday, November 16th from 9am to 2pm

All vendors participating in the Artisan Fair must agree to abide by the following policies:

1. Accepted vendors will pay a \$90 booth rental fee to benefit the students of Fiddlehead. All fees are non-refundable.
2. The event will be held rain or shine but may be canceled due to extreme weather or other circumstances that could endanger participants/vendors.
3. Vendor spaces are assigned on a first come, first serve basis.
4. The Artisan Fair Committee has the final say in assigning vendor locations.
5. Each vendor space is 8' x 6'.
6. Vendors must bring their own tables. Folding chairs will be provided.
7. Set-up is available at 7am on the morning of the event. Please do not arrive earlier. Vendors with trailers should arrive by 8am.
8. Each vendor is responsible for transporting their own goods to their designated spot
9. Limited access to electricity is available and assigned on a first come, first serve basis. If electricity is needed, please indicate it on your application prior to the event and bring your own extension cord.
10. All vendors must be completely set up by 9am.
11. Vendors should park personal vehicles in the designated vendor parking area after unloading.
12. No vendor vehicles are allowed in customer parking areas after 9am.
13. Vendors may not dismantle their booths before 2pm. Early departures may result in exclusion from future events.
14. Vendors are responsible for cleaning up their own areas. All trash must be deposited in the provided trash cans. **Any over-sized trash must be removed from the venue and disposed of by the vendor.**

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### Payment Terms:

Please fill out the below form and send it to Jacinda Cotton-Castro so that we can reserve your booth.

Accepted payment methods are:

- **Checks:** Payable to Fiddlehead School with "Artisan Fair" in the memo line.
- **Debit/Credit Card:** Info below

**Vendor spots are not reserved until both the application and payment are received.**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

ITEMS TO BE SOLD: (Brief description): \_\_\_\_\_

\_\_\_\_\_

**I HAVE INCLUDED MY CHECK**

**Please process my DEBIT/CREDIT CARD**

By selecting the debit/credit card box above, I authorize Fiddlehead School to process my credit card.

Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_ Discover \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiration Date (MM/YYYY): \_\_\_\_\_ - \_\_\_\_\_ Security Code \_\_\_\_\_

Name (as it appears on card):

Signature (**Required**): \_\_\_\_\_ Date: