



## 2024 CNY Fiber Arts Festival

### Vendor FAQs

Event Dates: June 8 – 9, 2024

Submitting your registration form represents your agreement and understanding of the information provided here. Failure to follow the requirements provided below will result in a Vendor being removed from attendance going forward.

Jen Farley is the Vendor Coordinator and can be reached via email at [CNYFiberFestival.VendorHelp@gmail.com](mailto:CNYFiberFestival.VendorHelp@gmail.com) with any questions or help you may need prior to the festival. Jen will also be on-site during the festival, if needed.

#### Event Details

- The 2024 festival will be held June 8 – 9, 2024 at the Butternut Hill Campground.

Festival Address is: 6893 US-20, Bouckville, NY 13310

- The festival will run from 10 AM – 4 PM both days
- You can contact the campground directly (for campsites, etc.):

Craig Williams

(315) 893-7497

bacsales@gmail.com

#### Area Information

There are some limited camping spaces at the festival, campground fees are not included in your Vendor Registration. For those who may want a hotel or some alternate eating options there are a number of places relatively close to the campground ... Look in Bouckville, Madison, Morrisville, and Hamilton as these are the closest villages/towns to the festival location.

#### Fleece Sale

- In order to participate in the fleece sale you must be a sponsor.
- For more information you can send an email to: [CNYFiberFestival.FleeceSale@gmail.com](mailto:CNYFiberFestival.FleeceSale@gmail.com)

#### Festival Assistance and Amenities

- Several food vendors have been invited; food vendors will be listed on the festival website once they are determined. Hot Breakfast will be available from our Food Vendors (for a cost); free juice and coffee will be made available for all Vendors in the mornings on Saturday and Sunday.
- FFA members will be available to pick up food orders and bring food to you in your booth, if desired. We will provide menus for the food orders so that you can give the FFA members exact change.
- There will be help to take down tent sides and re-hang them when needed.



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- The campground does have WIFI, however; during busy times at the festival this WIFI may become slow or stop working all together. Having additional means of internet service is recommended (e.g., jet pack). The WIFI password will be shared with you upon check-in at the festival.
- Restrooms are available for Vendor personnel; do not share the bathroom access codes with anyone that is not a Vendor. The restroom passcodes will be shared with you upon check-in at the festival.
- There is parking at the campground for vendor vehicles and trailers; some of this space is limited. The Festival Committee will do their best to ensure sufficient parking but it may not be near the booth tents during the festival.
- Vehicles cannot be in the festival area 30 minutes prior to opening (Saturday and Sunday) and 30 minutes after closing (Saturday and Sunday) for the safety of festival attendees and vendors. Failure to follow this rule will result in you not being invited back as a vendor.

### Booth Information

- While we do our best to put returning Vendors in the same location as the previous year this is not guaranteed. As the festival layout and Vendors shift there may be a need to move booth locations around. The same is true of multiple booth space requests. You will be notified of your booth space once registration is finalized.
- Booth setup can begin on Friday, June 7<sup>th</sup>. Vendors must be setup by 9:30 AM on Saturday morning.
- CNY Festival Committee members will be on-site for check-in from 12 PM – 6 PM on Friday, all-day Saturday and Sunday. Check-in is at the front office in Tent A. Each Vendor must check-in no later than 9:30 AM on Saturday morning.
- Vendors cannot close or begin to shut down their booth(s) until after 4 PM each day of the festival; leaving prior to closing time will result in you not being invited back as a vendor the following year.
- Booth materials, personnel, signage, etc. may not extend outside the boundaries of the assigned booth space. The standard booth is 10'x10'. Please plan your displays and booth help appropriately as booth contents cannot be set outside the marked booth spaces – this includes space under the ropes, etc. All walkways and areas around the tent ropes must remain open at all times. Failing to stay within your booth space will result in you not being invited back as a vendor the following year.
- There is limited electricity available at the festival site. It is recommended that you limit your electrical needs in your booth as the electricity access is limited and may not be available.

### Demonstration & Animal Booths

- Demonstration and Animal booths are free but are available only as space permits.
- Since we are offering these booths for free (they are being subsidized by our commercial vendors) you are not permitted to sell items/materials of any kind out of these booths.
- Demonstration booths are expected to provide demonstrations throughout the festival (through closing time); equipment for attendees to try is also encouraged.



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- Please plan your booth space and help appropriately. These spaces are only a single booth space (10' x 10') so having too many helpers at any one time can make the space restrictive. It is left to you to appropriately organize help, displays, etc. Guilds will only be provided 6 entry passes for the festival; any additional volunteers will need to purchase a day pass (\$5 per person).

### Explanation of Fees

- Booth Fees
  - The standard indoor booth fee is \$100 per 10'x10' space; the outdoor booth fee is \$90 per 10'x10' space. Please note that outdoor spaces are very limited (we currently only maintain 5) and generally will be reserved for larger trailer trucks, etc.
  - A weblink to your website is provided for free as part of the booth fee.
  - There is a Returning Vendor Discount (\$10) if you are registered (form submitted) prior to December 31, 2023. Registration after December 31<sup>st</sup> will include new Vendors and is handled on a “first come, first served” basis. We plan to send invoices in January, 2024.
  - Fees are due no later than May 15<sup>th</sup>, 2024. Any cancellations prior to May 15<sup>th</sup> will be refunded through PayPal – we no longer hold payments over for the following year.
  - Cancellations after May 20<sup>th</sup>, 2024 will result in a forfeit of paid fees as we will have already incurred expense for your space after this date.
  - We make use of both PayPal and Square – the Vendor Coordinator will let you know which will be used for Vendor Invoices prior to invoices being sent. For those vendors unable to pay electronically, the Vendor Coordinator will work with you to make alternate payment arrangements.

- Festival Sponsors

Sponsors help make this festival possible- thank you! Sponsors are included in our online Festival Resource Guide that is maintained year-round and receive various discounts and advertising opportunities leading up to the festival.

- Platinum - \$300+

Platinum level sponsors will receive one booth space for free. Platinum level sponsors will be recognized in our festival program and will have coordinated, dedicated social media advertisements on our festival social media accounts (Facebook and Instagram).

- Gold - \$200 - \$299

Gold level sponsors will receive a \$50 discount off their total booth fees and will have a single, coordinated social media advertisement on our festival social media accounts (Facebook and Instagram).

- Silver - \$100 - \$199

Silver level sponsors will receive a \$25 discount off their total booth fees and will be included in a Thank You Sponsors social media advertisement.



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- Bronze – \$25 - \$99

Bronze level sponsors will receive a \$10 discount off their total booth fees.

### Explorer Pass

Our very popular Explorer Pass for youngsters continues in 2024 and we are looking for vendors to join the fun. Kids (with their parents) pick up a card at the entrance or Children's Tent and are sent on a search for the listed booths which will have a sign with questions and answers about that vendor's offerings. The goal is to educate and to increase traffic to booths in all locations.

There was lots of positive response in 2023 - kids loved having a "quest" to keep them engaged, parents got to visit lots of vendors without bored children, and vendors saw more traffic! Making it as easy as possible for vendors we formulate the questions, print up the signs, hang them Saturday morning, and attach a hole punch to indicate the booth was visited. There is no real work for vendors. Kids who get enough punches win a prize.

Please indicate on your Vendor Registration Form if you are interested in being a part of the Explorer Pass. We will reach out to Vendors selected to participate separately.