



# Flag Wool and Fiber Festival 2019 Vendor Application

Applicant Name

Business Name

Mailing Address

  

Email Address

Phone Number

Website

## Space Size (Select One)

10'x10' (\$200)

10'x20' (\$250)

Shared 10'x10' \* (\$100)

\* Shared option indicates your interest in only using half of the space in a 10'x10' booth. The coordinators of the Flag Wool and Fiber Festival will pair up vendors who select this option. We will notify you of your vendor pairing at least one month prior to the festival. It is up to the vendors how they choose to split up their booth, but each must be respectful of only using half of the space provided.

If you would like to share a booth with a specific, pre-selected vendor, please select the 10'x10' space above (not shared). Both vendors should complete an application and submit them together with the \$200 payment. No more than two vendors per shared space. Sharing of a 10'x20' booth by multiple businesses is not permitted.

What types of products will you be selling?

Are you interested in bringing animals? We will allow animals to be on display with approval.

Have you participated in the Flag Wool and Fiber Festival in Flagstaff in the past? If so, what years?

Any additional information, questions, comments, or concerns?

## **2019 Flag Wool and Fiber Festival Rules, Regulations & Indemnity Agreement**

- I. Mission: An annual event that serves to educate, inspire, and connect regional fiber producers, artisans, and the community.
  
- II. Festival Guidelines
  - A. Flag Wool and Fiber (FWF) will determine festival location, dates, and hours.
  - B. Membership and vendor fees are set by FWF in partnership with the Arizona Historical Society.

### III. Vendor Guidelines

- A. The following must be received and approved prior to vending:
  - 1. Completed and signed vendor registration and proof of all relevant licenses and health department certifications, when applicable.
  - 2. Payment of festival registration.
  - 3. Signed copy of festival's Rules and Regulations and Release of Liability.
- B. Vendors are responsible for remitting City of Flagstaff Sales Tax.

### IV. Vendor Selection

- A. All vendor applications will be reviewed and accepted or rejected by FWF.
- B. FWF has the right to accept or reject any applicant at any time.
- C. Vendors may cancel their booth registration prior to April 1, 2019 for a full refund. No refunds will be issued after April 1, 2019.

### V. Stall Guidelines

- A. Vendors will sell at a designated stall space and maintain their stall space in a clean, sanitary, and safe condition.

### VI. Market Safety

- A. Vendors shall begin set-up no earlier than noon on Friday (5/31/19) and 6 am Saturday and Sunday (6/1/19 and 6/2/19).
- B. Breakdown begins after festival close (4 pm) on Sunday 6/2/19. Breakdown is not permitted until after festival close.
- C. Late arrival participation will be contingent on space availability.
- D. Vendors may not move their vehicles within festival grounds without first notifying a festival manager and only as it is safe and not disruptive to the overall festival.
- E. Vendors have responsibility for the safety and behavior of their children and animals.
- F. CANOPIES MUST BE SECURED AND WEIGHTED BY VENDOR. IF A CANOPY IS SET UP IN AN UNSAFE MANNER IT WILL BE REMOVED. THE MINIMUM CANOPY WEIGHT REQUIREMENT IS 10 LBS PER LEG. WEIGHTS MUST BE HUNG FROM THE CANOPY STRUCTURE (not placed over a leg). Failure to follow these guidelines will result in removal of canopy. Tying off canopy to another vendor's canopy is not acceptable. Stakes may not be used in place of weight requirements.

### VII. Insurance

- A. All food vendors must have commercial liability insurance and list Flag Wool and Fiber and the Arizona Historical Society (festival partner) as additionally insured. Others may choose the Release of Liability in lieu of commercial liability coverage.

- VIII. Alcohol Consumption and Smoking
  - A. In compliance with FUSD regulations NO ALCOHOL OR SMOKING IS PERMITTED IN THE SECHRIST FIELD. Any vendor violating these policies will be removed from the festival.
  
- IX. Market Violations
  - A. Any vendor violating the above stated rules and regulations of the Flag Wool and Fiber Festival or other local, state, or federal regulations may be suspended and/or expelled from the festival.
  
  - B. The festival managers have the discretion to make any on-site decisions regarding violations.
  
  - C. Any serious violations will be reported to the proper authorities.

**Release of Liability**

By my signature below, I release Flag Wool and Fiber and the Arizona Historical Society/Pioneer Museum, from any claims, demands, liabilities, or cause of action of any and all kind of nature at, during, or involving the Flag Wool and Fiber Festival to the fullest extent of theft, damage, casualty, loss, injury, illness, criminal activity, natural disaster, or mischief.

By signing below I agree to adhere to Rules and Regulations and Release of Liability.

Printed Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

**Please send completed application, including fee & signed agreement form, to:**

Flag Wool & Fiber  
P.O. Box 31430  
Flagstaff, AZ 86003

or submit via email to [sara.flagwool@gmail.com](mailto:sara.flagwool@gmail.com) and we will send an invoice for payment. A transaction fee will apply for invoice option. Please note that your application will not be considered complete until payment is received.