

North Country Fiber Fair

September 21 & 22, 2019

Vendor Registration Form

Business/Farm Name _____

Contact Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Web Site _____

Items to be Sold _____

Booth Space Rental:

_____ Single Space (10' x 12' - \$95.00)

_____ Double Space (only 10 available) (20' x 12' - \$190.00)

Total: \$ _____

Number of tables needed (no fee) _____

Electricity needed? Yes No

Comments: _____

(We cannot guarantee booth placement for everyone, but we will do our best to fulfill all requests.)

_____ I would like additional ad space in the booklet (see page 2 for deadlines and instructions.)

_____ I would like to donate a door prize: _____

(If unable to attend NCFF, please send your donation to the address below. Please include business cards with the prize.)

The undersigned agrees to hold blameless NCFF, Codington County Extension Complex, and any of their agents for any liabilities and claims arising out of injury to any person or damage to any property belonging to you or any other person occurring in or about the NCFF event premises, and save NCFF, Codington County Extension Complex and any of their agents harmless from all costs in connection therewith, including costs of defending such claims. I have completed and read the above statements and agree with the information provided.

Vendor Signed: _____ Date: _____

NCFF Board of Director Signed: _____ Date: _____

The Board reserves the right to limit vendors. Preferential treatment will be given to fiber arts vendors.

- If you return this form and payment by June 15, 2019, your business will be listed in the vendor section of the booklet.
- Our online vendor list will be updated regularly until the week of the event.
- Cancellation policy:
 - Cancellations received before June 15, 2019, will receive a full refund of their booth fee, minus a 15% processing fee.
 - Refunds received between June 16, 2019, and August 15, 2019, will receive 50% of their booth fee, minus a 15% processing fee.
 - Cancellations received after August 15, 2019 will not receive a refund.
- Set up is Friday, September 20, 2019, from 3 pm – 9 pm and Saturday morning from 7 am – 9 am.
 - **Please do not try setting up before 3:00 as the board is still working on their part of setup.**
- Vendors need to be open from 9 am – 5:30 pm Saturday (closed Sat after 5:30 pm for banquet) and 9 am – 4 pm Sunday.
- All booths must be dismantled by Sunday at 6:30 pm.
 - A \$50.00 fee will be collected for every hour after 6:30 pm.
- Internet connection is available free of charge at the event. Please have a backup data plan available in case of an internet outage.

Please send this form and a check payable to NCFF to:
NCFF 120 – 22nd Ave S. #139, Brookings, SD 57006
www.northcountryfiberfair.org

North Country Fiber Fair

2019 Advertising Rates

SIZE (WIDTH x HEIGHT)	COST	
Inside Front Cover (7.5" height x 4.5" width)	\$100.00	
Inside Back Cover (7.5" height x 4.5" width)	\$80.00	
Full Page (7.5" height x 4.5" width, Graphic submission: 300 dpi, 2250 x 1350 pixels)	\$50.00	
1/2 Page (3.75" height x 4.5" width, Graphic submission: 300 dpi, 1125 x 1350 pixels)	\$40.00	
Business Card (2" height x 3.5" width, Graphic submission: 300 dpi, 1102 x 642 pixels)	\$20.00	
Guild Listing	\$15.00	
Total		

- ❖ Deadline for advertising in the NCFF booklet is June 15, 2019.
- ❖ Ads must be camera-ready if mailed (see below for address) or emailed as a .png or .jpeg file.
 - ❖ Email jpeg or png file ads to: info@northcountryfiberfair.org
- ❖ Your ad will also be added to our web site.
- ❖ File Naming convention: YourBusinessName_ad.jpg OR YourBusinessName_ad.png

Name _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Web Site _____

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