

North Country Fiber Fair

September 19 & 20, 2020

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: \$ _____ please pay this amount + Booklet ad (see page 2)

_____ Number of tables needed (no fee)

_____ Electricity needed (no fee)

Requests: _____

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

The Board reserves the right to limit vendors. Preferential treatment will be given to fiber arts vendors. You will be notified by March 15, 2020 if you have been accepted as a vendor. You will receive a refund for the booth space if you are not accepted. Ads will still be put into the booklet, unless you tell us otherwise.

- Our online vendor list will be updated regularly until the week of the event.
- Cancellation policy:
 - Cancellations received before June 15, 2020, will receive a full refund of their booth fee, minus a 15% processing fee.
 - Refunds received between June 16, 2020, and August 15, 2020, will receive 50% of their booth fee, minus a 15% processing fee.
 - Cancellations received after August 15, 2020 will not receive a refund.
- Set up is Friday, September 18, 2020, from 2 pm – 9 pm and Saturday morning from 7 am – 9 am.
 - **Please check with the board before starting setup if you arrive before 2 pm.**
- 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.

The undersigned agrees to hold blameless NCFE, 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 NCFE event premises, and save NCFE, 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: _____

NCFE Board of Director Signed: _____ Date: _____

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

North Country Fiber Fair

2020 Advertising Rates

SIZE (WIDTH x HEIGHT)	COST	
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, 2020.
- ❖ 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

Business/Farm Name _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Web Site _____

Please send this form with your ad and a check payable to NCFF to:
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www.northcountryfiberfair.org