



2019 Vendor Guidelines Artisan/Retail/Healing Arts/Non-Profit Organizations

FloydFest Site ~ 894 Rock Castle Gorge, Floyd, VA 24091

GENERAL ARTISAN & RETAIL BOOTH SPACE INFORMATION:

- Spaces are 10' x 10' with a 10' x 10' backspace for camping. Vendors must supply their own tents, unless arrangements have been made for AtWP to supply a tent for you. **Tents MUST fit in the allotted space.**
- **FloydFest begins on Wednesday, July 24th at 3pm: The primary contact involved with check-in and setup of the booth space must be onsite NO LATER than 9pm Tuesday July 23rd and completely set up by 3pm Wednesday, July 24th.**
- **FloydFest ends on Monday, July 29th, at 12 Noon. Vendors should remain open until at least 8pm on Sunday, July 28th. Vendors may begin to load out any time after 10pm Sunday evening, but are strongly encouraged to stay Sunday night and load out on Monday.**
- Vendors are expected to remain open throughout the festival during peak patron hours.
- Fire code states that all vendors who have any open flame appliance and/or apparatus must have a flame retardant treated canopy and a fire extinguisher.
- Booths have aisles of 2' between them. This space between booths is for safety and needs to be kept clear.

ELECTRICITY

- **Electricity is included with your vendor fee. Maximum electricity allowance per vendor is 120v, 20amps.**
 - Limited electricity is included in your vendor fee; we ask that electrical usage be limited to only what is required to operate your booth. Electricity should not be used for camping or extraneous items. Using more than your allotted supply of electricity strains the supply and could possibly cause rolling outages. All outlets are 110v.
 - You must provide your own weather safe drop/extension cords. We recommend bringing 100' of outdoor electrical extension cord.
 - All bulbs used must be CFL's or LED's in accordance with the FloydFest Sustainability Guide.

ACCOMODATIONS/CAMPING

- The festival is located on 80 rural acres; primitive camping is permitted through Sunday night.
- **Vendors may camp in the 10'x10' backline behind the 10' x 10' booth space where appropriate OR 'Park and Camp' in the Vendor/Staff parking lot with a Vendor Tent Tag.**
- All Vendor tents require a Vendor Tent Tag and ONE (2) Vendor Tent Tags are included with acceptance. **An additional Vendor Tent Tag is available upon request. GA tent tags are \$55 and are available on our website, www.floydfest.com.**
- Upon arrival, Tent Tag tickets will be exchanged for a weather-proof credential and zip-tie which must be affixed to the zipper of your tent or tent-like structure.



- 'Unplugged' RV spaces are available on a limited, first-come, first-served basis in the offsite Delta Lot ONLY. There will be regular shuttles running to and from the offsite parking areas and the Festival grounds around-the-clock beginning Sunday, July 21st. The cost for an 'unplugged' RV space is \$199.
- Drinking water, port-o-johns and outdoor showers are available.
- **Vendors with booth locations along Hill Holler Row may camp behind the booth space but must stay within their 20' total space allotment (including backspace). Campground monitors will be enforcing space limitations and any infringements will be immediately addressed.**

PARKING

- **Each vendor will be issued ONE (1) Vendor Parking Pass to be used in the Vendor/Staff Parking lot or behind the booth space where possible. There are very limited locations where behind booth parking is logistically possible at the FloydFest site. Vehicles parked behind booth spaces must not be moved until the end of the festival.**
- Please arrive to the festival with all booth setup materials in your ONE onsite vehicle.
- The Vendor/Staff Parking lot is closed for entry and exit between the hours of 10am to 7pm.
- Vendors will not be able to access their booths by vehicle between Wednesday and Sunday. If supplies are needed from the vehicle located in Vendor Parking, golf cart assistance is available from 8am to 8pm daily, at Vendor HQ, located next to the FloydFest General store.
- Offsite parking passes for assistants are \$25 (payable in cash at the parking lot entrance, and are located in the ALPHA lot, 1 mile away from Weds-Mon. Shuttle buses will travel continuously between the parking lot and the festival site all week.

CHECK-IN & SETUP

Vendors with an onsite parking pass may check-in at the drive through toll booth at the festival site entrance. Vendors with an *onsite parking pass* may follow directions to the festival site on the vendor page on the website, www.floydfest.com. After checking in and exchanging pre-printed tickets for the coordinating item, vendors will drive into the festival and stop at Vendor HQ, located next to the General Store, to be escorted to the booth location. Vendor assistants parking offsite may exchange pre-printed tickets for coordinating items at the offsite parking lot box offices and shuttle into the FloydFest site.

All check-in and setup needs to be completed during the hours listed below:

Sunday	July 21st 2019 12 pm - 6pm
Monday	July 22nd 2019 10 am - 8 pm
Tuesday	July 23rd 2019 9 am - 9 pm*

The festival begins at 3pm on Wednesday, July 24th to all 5-Day Ticket holders and VIP's.

If extenuating circumstances prevent a timely arrival, please email Emily, the Vendor Coordinator at vendor@atwproductions.com or call or text at (757) 615-5478.

- **All vendor assistants with a 'Vendor' ticket may arrive any time after Sunday, July 21st and vendor assistants with a GA ticket must arrive on the day specified on their ticket.**
- The Vendor Coordinator and/or assistants will greet you at Vendor HQ and be available to you during setup and throughout the festival. Assistance and golf cart shuttles will be available during the festival by visiting Vendor HQ near the FloydFest General Store from 8am to 8pm daily.



LOAD OUT

FloydFest ends at 12 noon on Monday 29th. Music continues Sunday night until midnight. **Vendor booths should remain open until at least 8pm on Sunday.** Vendors may begin packing up after 10pm on Sunday, July 28th, however **vehicles are not allowed in the show field**, due to patrons being onsite. Vendors are strongly encouraged to stay the night on Sunday and load out on Monday, at which time vehicles will be allowed to drive directly to booth spaces.

	Minimum Vendor Hours	Festival Hours for Patrons
Wednesday 7/24/19	12pm-8pm	9am-12am
Thursday 7/25/19	10am-12am	9am-2am
Friday 7/26/19	10am-12am	9am-2am
Saturday 7/27/19	10am-12am	9am-2am
Sunday 7/28/19	10am-8pm	9am-12am
Monday 7/29/19	Optional	9am-12pm

Non-Profit Vendors are the only exception to the minimum hours and are able to close at sundown each evening.

2019 FloydFest VENDOR RULES & REGULATIONS

1. Collecting and reporting of the 5.3% Virginia Sales Tax and any local tax is the responsibility of the Vendor.
2. All fees are due by April 20th 2019.
3. All Vendors MUST be checked in by Tuesday, July 23rd at 9pm.
4. Absolutely NO PETS allowed on festival grounds.
5. No drugs, no outside alcohol, no weapons.
6. FloydFest will not be postponed or cancelled due to inclement weather. Vendors should be prepared for any weather.
7. Across-the-Way Productions reserves the right to deny any application without explanation.
8. All exhibitors and assistants must follow FloydFest Vendor Rules & Regulations.
9. Vendors may use the space they have rented ONLY. Extending beyond the boundaries of your rented space could result in additional fees and/or expulsion from the Festival.
10. The FloydFest name and logo are registered trademarks. No product or service bearing the FloydFest name or logo -- or the name or logo of any of its sponsors-- may be sold or marketed in any manner without prior consent from the Festival or the sponsor.
11. Across-the-Way Productions and contracted workers are not responsible or liable for accidents, loss, theft, or claims resulting from exhibitor's participation. Exhibitors are fully responsible for protection of their property and for securing their tents and displays.
12. All light bulbs must be CFLs or LEDs.
13. Maximum Electricity allowance per vendor is 120v, 20amps.
14. All composting requirements outlined in application must be followed by food vendors.
15. All vendors may be asked to remove any items not consistent with their application.
16. Vendors must bring their own tents, displays, and equipment.
17. The Sustainability Program Vendor Requirements must be read and adhered to.

Please review the guidelines and the regulations listed here. You are responsible for being an informed participant and following all Festival Rules & Regulations. Please contact Emily Townsend, Vending Coordinator, (757) 615-5478 or vendor@atwproductions.com with questions. Thank you in advance for your cooperation.