



2023 Vendor Guidelines
Artisan/Retail/Healing Arts/
Non-Profit Organizations

Attention for 2023 Only Infrastructure changes are happening during the site build daily. The information below is subject to some changes based on site developments. All changes will be communicated to Vendors in a timely manner by the Vendor Coordinator.

FloydFest Site — “FestivalPark” — 5826 Floyd Hwy N., Check, Va. 24072

GENERAL ARTISAN & RETAIL BOOTH SPACE INFORMATION:

- FloydFest is produced yearly by Across-the-Way Productions and Blue Cow Arts, noted as AtWP.
- FloydFest begins on Wednesday, July 26th at 3pm: The primary contact involved with check-in and setup of the booth space must be onsite **NO LATER** than 6pm Tuesday, July 25th and open for business by 3pm Wednesday, July 26th, 2023.
- FloydFest closes to patrons at 12 Noon on Monday, July 31st, 2023. Food Vendors must be open until at least 10pm Sunday night and may begin to load out on Monday at 10am. *Food vendors are encouraged to serve breakfast on Monday morning.*
- All vendors will be subject to search when entering the festival grounds by festival security

TENTING/BOOTH SPACE INFORMATION:

- Spaces are 10' x 10' with a 10' x 10' backspace for camping. Vendors must supply their own tents. **Tents MUST fit in the allotted space.**
- Signage: Vendors should provide their own signage/banners. They should be easy to read, not generic and pricing should be clearly advertised.
- Vendors are expected to remain open throughout the festival during peak patron hours.
- Booths have aisles between them that have been dictated by the State of Virginia Fire Code. This space between booths is for safety and needs to be kept clear.

	Minimum Vendor Hours	Festival Hours for Patrons
Wednesday 7/26/23	3pm-8pm	3pm-12am
Thursday 7/27/23	10am-10pm	9am-12am
Friday 7/28/23	10am-10pm	9am-2am
Saturday 7/29/23	10am-10pm	9am-2am
Sunday 7/30/23	10am-8pm	9am-12am
Monday 7/31/23	Optional	9am-12pm

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

ELECTRICITY

- **Electricity is included with your vendor fee. Maximum electricity allowance per vendor is 120v, 20amps unless advanced with the Vendor Coordinator.**
- 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 CFLs or LEDs in accordance with the FloydFest Sustainability Guide.

ACCOMODATIONS/CAMPING

- The festival is located on roughly 200 rural acres; primitive camping is permitted through Sunday night.
- **Vendors may camp in the Vendor Camping area only.** All Vendor tents require a Vendor Tent Tag. **Additional Vendor Tent Tags are available upon request.**
- Vendors that wish to camp in General Admission camping must advance with the vendor coordinator and must purchase a Canopy Camping Tent Tag; which are \$60 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.
- Drinking water, port-o-johns and outdoor showers are available.

PARKING

- **Each vendor will be issued ONE (1) Vendor Parking Pass to be used in the Vendor/Staff Parking lot. There are very limited locations where behind booth parking is logistically possible at the FloydFest site. DO NOT PLAN ON PARKING BEHIND YOUR BOOTH LOCATION.**
- 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.

INSURANCE/PERMITS

- Proof of General Liability Insurance is required by Virginia State Law; documentation must be provided.
- Vendors are responsible for all permits and taxes appropriate to conduct business in Floyd County, Va.

CHECK-IN & SETUP

Vendors with an onsite parking pass may check-in at the drive through toll booth at the festival site entrance. After checking in and exchanging pre-printed tickets for the coordinating item, vendors will be escorted to the booth location.

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

Sunday July 23rd, 2023 12pm - 6pm
Monday July 24th, 2023 10am - 8 pm
Tuesday July 25th, 2023 9am - 9 pm*

The festival begins at 3pm on Wednesday, July 26th to all 5-Day Ticket holders and VIP's.

- **All vendor assistants with a 'Vendor' ticket may arrive any time after Sunday, July 23rd 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 the main entrance and be available to you during setup and throughout the festival. Assistance and golf cart shuttles will be available during the festival from 8am to 8pm daily starting Wednesday the 26th.

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.

LOAD OUT

FloydFest closes to patrons at 12 noon on Monday. Food vendor booths should remain open until at least 10pm on Sunday evening. Food vendors are encouraged to stay open until 12 midnight at which time the music will be ending for the night. Additionally, patrons will still be onsite on Monday morning and food vendors will need to be open to serve them breakfast. Food vendors may begin to load out Monday at 10am.

FloydFest 23~Forever (2023) 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 15th, 2023
3. All Vendors MUST be checked in by Tuesday, July 25th at 6pm.
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 vendors may be asked to remove any items not consistent with their application.
15. Vendors must bring their own tents, displays, and equipment.
16. The Sustainability Program Vendor Requirements must be read and adhered to.

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