

# Lehigh Valley Fiber Festival 2024 Contract

## CONTACT INFORMATION

Name

Business Name

Address

City/State

Zip Code

Phone

Accept Texts  Yes

Email

Website

## Reserve the following for September 21-22, 2024

<input type="text"/>	INSIDE BOOTH SPACES 10'x10'	@ \$200 each	<input type="text"/>
<input type="text"/>	INSIDE BOOTH SPACES 10'x15'	@ \$270 each	<input type="text"/>
<input type="text"/>	INSIDE BOOTH SPACES 10'x20'	@ \$360 each	<input type="text"/>
<input type="text"/>	INSIDE BOOTH SPACES 20'x20'	@ \$720 each	<input type="text"/>
<input type="text"/>	OUTSIDE BOOTH SPACE (W/PERMISSION)		<input type="text"/>
		@ \$20 LINEAR FT	
<input type="text"/>	ELECTRIC	@ \$30 each	<input type="text"/>
<input type="text"/>	TABLES	@ \$15 each	<input type="text"/>
<input type="text"/>	CHAIRS	@ \$5 each	<input type="text"/>
<input type="text"/>	CAMPING (WITH WATER AND ELECTRIC)	@ \$40/DAY	<input type="text"/>

Checks payable to: Ah-Ha Arts Management (address on page 2)  
Paypal hedge@ah-haartsmgmt.com

TOTAL

The Lehigh Valley Fiber Festival reserves the right to determine the suitability of all vendor and exhibitor displays and exhibits, and whether or not said displays and exhibits conform to the purpose, policies, and standards of the event. Vendors with products or a display found not to conform to the purposes and policies of the Festival may be asked to leave, may not be issued a Vendor Contract for the following year, or may subsequently have their Contract invalidated.

By signing this Contract, vendors and exhibitors agree to indemnify and hold the Lehigh Valley Fiber Festival, Ah-Ha! Arts Management, the Lehigh County Agricultural Society, and their agents, officers, directors, staff, volunteers, and representatives harmless from and against any and all claims, demands, liabilities, and the expense of third parties arising as a result of the use or occupancy of the space and premise in which they are located by the vendor or exhibitor, its agents, employees, invitees, officers, employees, agents or other persons who are doing business with the vendor or exhibitor's consent including but not limited to claims and demands for death, claims and demands for personal injuries, and claims and demands for property damage.

I have read and accept the terms of the 2024 Lehigh Valley Fiber Festival Vendor Contract

Signature

Date

I WOULD LIKE MY BOOTH TO BE MOVED/NEAR \_\_\_\_\_

I'M INTERESTED IN TEACHING A CLASS

I'D LIKE \_\_\_\_\_ PROMOTIONAL FLYERS

CONTACT ME ABOUT ADVERTISING/SPONSORSHIP

## 2024 Terms and Conditions: Lehigh Valley Fiber Festival

By purchasing admission, registering for, or participating in event activities/shows/competitions and/or entering the premises attendees, vendors, and their help agree to all regulations, restrictions, and guidelines as set forth below and/or duly posted by the Lehigh Valley Fiber Festival, Ah-Ha! Arts Management, and/or regulations as set forth by the Lehigh County Agricultural Society, Allentown Health Department, the City of Allentown, and Lehigh County, PA.

### Eligibility:

- Selection of exhibitors remains the exclusive right of Ah-Ha! Arts Management. The results are final. Jurors reserve the right to limit categories and reject work deemed unsuitable. Concentration is on fiber and related media of all kinds, including but not limited to: yarn, spinning fiber, knitting, crochet, weaving, lace making, embroidery, macrame, quilting, wet and needle felting, dying, and rug hooking. Additional media welcome if related to the fiber arts including but not limited to: ceramics, jewelry, photography, paper-making, quilling, printmaking, woodworking, soapmaking, and glass. We encourage artists to demonstrate at their booths but it is not required.

### Jury Procedure:

- All artists (including returning) must submit this completed contract with 4-6 images of the work you will display. Please also submit an image of your display. Title images with artist's name, media, title, and price. Images should show one item clearly against a simple background. Email to [hedge@lvfiberfest.com](mailto:hedge@lvfiberfest.com) or mail to LVFF c/o Hedge Becker 909 Pasadena Parkway Waunakee WI 53597. Applications are reviewed as they are submitted. Applications accepted until full or until the deadline of June 15, 2024.

### Payment:

- Payment must be made in full at the time of application. If you are not accepted your check will be destroyed or returned (your choice), or your payment refunded in full. **Checks payable to Ah-Ha! Arts Management can be mailed to LVFF c/o Hedge Becker 909 Pasadena Parkway, Waunakee WI 53597 or PayPal [hedge@ah-haartsmgmt.com](mailto:hedge@ah-haartsmgmt.com).**

### Cancellations:

Cancellations must be made in writing and space fees will be refunded as follows:

- 100% Prior to June 15, 2024
- 60% June 15-June 30, 2024
- 40% July 1-July 31, 2024
- 20% August 1-August 31, 2014
- 0% after September 1, 2024

### Location:

- The Great Allentown Fair Agri\*Plex (Ag Hall), Charles Hall, 1998 Liberty Street, Allentown PA 18104

### Show Hours

- Saturday September 21, 10 am-5 pm and Sunday September 22, 10 am-4 pm

### Weather:

- Lehigh Valley Fiber Festival is a rain or shine event, so be prepared. Only in the event of physical danger will we shut down. We assume no liability if the event is cancelled by authorities due to inclement weather, pandemic, or force majeure.

### Set Up Times:

- Friday September 20, 8am-6pm and Saturday September 21, 7 am-10am. No vehicles or trailers in the building on Saturday. **There is no early set up available.** Building opens at 8 am Sunday September 22. No vehicles or trailers in the building on Sunday morning.

### Parking & Unloading:

- Vehicles and trailers will be allowed in the building only during set up hours on Friday. Keep aisles clear and move vehicles out of the building or away from doors as soon as unloaded (staff will be around to prompt you to do so). Vendors and exhibitors must park in designated vendor parking areas. No parking in fire lanes, between the building and the animal exhibit area, or directly adjacent to or in front of the vendor building at any time. Vehicles in violation will be towed at the owner's expense. Vendors not cooperating may not be allowed to return.

### Closing Time:

- Set up ends at 8 pm on Friday. Sales end at 5 pm on Saturday and 4pm on Sunday. Please exit quickly so that the building may be secured. Your cooperation is appreciated.

**Tear Down:**

- All vendors must clear the exhibit building by 8 pm Sunday. Vehicles will be allowed in the building on Sunday September 22 AFTER ARTISAN HAS BROKEN DOWN, and NOT BEFORE 4:30 pm. Any artisan tearing down early forfeits their booth in 2025. Putting anyone in danger will disqualify you from the event in the future. We are NOT kidding. Safety is our highest concern.
- Pick up your garbage and police around your booth for trash and debris. Participants who disrespect the Allentown Agri\*Plex will not be invited back. Artisans should not leave a mass of garbage by their booth or by the trash area. Large amounts of garbage, garbage bags, or broken down boxes should be taken, by the artist, to the dumpsters.

**Operations Central & Contacts**

- Staff are located throughout the facility. Your main points of contact are Hedge Becker 215-237-2115 and Allison Mackenzie 610-570-2662 (feel free to text us)

**Credentials and Participation:**

- Credentials/ wrist bands will be given to participants and their staff and must be worn at all times during the Festival, including set up and tear down. Credentials/ wrist bands are non-transferrable.

**Campers, RV's, and other Accommodations:**

- RV parking is available with electricity and water hook up for \$40 a day. We can put you in contact with the Agri\*Plex for further information. Security is not provided in these areas. A list of local hotels/motels is available upon request.

**Directions:**

- You can use GPS, Apple Maps, or Google Maps to find the festival at the Allentown Fairgrounds, 1998 Liberty Street, Allentown PA 18104. If you need further directions please contact us.

**Wi-Fi:**

- Wi-Fi at this location may be limited and we are advising that all participants plan accordingly. The facility does have Wi-Fi, but it is out of our hands should there be service interruption that is out of our control.

**Space Location:**

- Space location and assignments are made at the discretion of Ah-Ha! Arts Management. Paying for a space does not guarantee you a space, or the same space. Space numbers will be on signs designating the center of your space, with marks to denote the corners of your space. Take a moment to make sure you are in the correct spot. If you are wrong, you will be asked to tear down and move to the correct spot. Incorrect spots cause unwanted confusion between vendors, patrons, and staff.

**Space Sharing:**

- Absolutely no booth sharing will be allowed without prior approval. If a participant is found to be sharing a booth space with another participant, the additional participants will be charged the full amount of the booth fee, or risk both parties' expulsion from the event.

**Restrooms:**

- Restrooms can be found at the entrance to the hall.

**PA Sales Tax ID Required:**

- Although yarn for clothing is not taxable in the Commonwealth of Pennsylvania, many other items surrounding the fiber industry are taxable. It is your responsibility to collect and remit sales tax for all taxable items. You can register for a PA State Sales Tax License at <https://mypath.pa.gov>.
- The city of Allentown may require a business license/business privilege tax remittance. More information can be found at <https://www.allentownpa.gov/Finance/Info-Resources/Tax-Forms>.
- Failure to file required tax documents may result in forfeit of booth space, and all fines for failure to comply are the total responsibility of the participant.
- Tax documentation must be available for inspection if asked for by state or local authority.

**Security:**

- It is strictly understood that Ah-Ha! Arts Management, the Allentown Agri\*Plex, our sponsors, or the agents, employees, officers, and representatives of these groups are not liable and may not be held responsible for any loss before, during, or after the show.
- In addition, we are not responsible for any theft at any time. There is 24 -hour security on the grounds, but we encourage you to take precautions including being with your booth until the building is clear, and securing or removing valuables or fragile items.

**Additional Festival Rules:**

- Be respectful of others using the property
- Do not litter- please dispose of all trash in marked receptacles.
- No smoking or vaping in the building.
- No fires, this includes fireworks and flying lanterns (both sale and possession)
- Alcohol, illegal drugs, and weapons of any type are prohibited. Any participant found with contraband will be immediately ejected from the festival with no refund given.
- No glass containers
- Participants agree to sell merchandise only within their assigned area. No walking vending is permitted.
- “Hawking” behavior is not permitted on festival grounds. Any participant behaving in such a fashion will be given one warning. Additional incidents will lead to expulsion from the festival without refund.
- Participants may not sell any food or beverages.
- Participants may not sell any weapons, tobacco products, or drug paraphernalia.
- The distribution of adhesive backed labels, stickers, or similar items is prohibited (they can be sold but cannot be giveaways)
- The use of helium or lighter than air inflated balloons is prohibited.

**Displays:**

- Only types of work you applied under may be displayed or sold. Anyone displaying work that is not representational of their application or that does not meet the standards of the Lehigh Valley Fiber Festival will be asked to remove items.
- Displays must be professional in appearance. Unless rented from the festival, participants must supply their own tables, chairs, and display items.
- Extending into the aisle is not allowed. Aisles are measured according to both fire regulations and the needs of vendors entering the building with vehicles. We will remove all display items in the aisle and take no responsibility for breakage or loss.

**Electricity:**

- If you have pre-purchased electrical service, we will supply one 110 volt basic electricity hookup (20 amps). You agree to use and supply a three-prong (grounded), heavy duty, UL approved, exterior grade extension cord and outlet strip. It is highly recommended you use energy efficient bulbs to save energy.

**Presence:**

- Participants must have a strong presence in the booth during show hours.
- If you need to take a break there is a limited number of booth sitters. They are not there to make sale for you, nor are they responsible for any theft, just to help keep an eye on things while you are briefly away.
- Volunteers are limited and have many duties. Just because you see one doesn't mean they are not already on a mission. TEXT ALLISON 610-570-2662 so she can send you a free volunteer.
- All participants are expected to operate their booths for the entirety of the event. Any participant that leaves the show early will not be considered for future participation.

**Insurance Requirements (For Live Animals Only):**

Additional/personal insurance is needed for those bringing live animals. Please provide Ah-Ha! Arts Management with a copy of your insurance along with your contract. All other health department requirements (if any) are your responsibility to follow.

**Intellectual Property:**

- Participant acknowledges and agrees that Ah-Ha! Arts Management and the Lehigh Valley Fiber Festival own certain names, trademarks, logos, service marks, copyrights, or other intellectual property (the “Event Marks”). Any use of Event Marks by participants must be pre-approved in writing by Ah-Ha! Arts Management.
- Participants further agree that it shall not knowingly engage, participate, or otherwise become involved in any activity or course of action that diminishes and/or tarnishes the image and/or reputation of any of the Event Marks.

**Lost and Found:**

Lost and Found is located at the Information Booth. Please bring any found items there, or find a volunteer to bring there for you.