

**Prairie Handspinners Fiber Fest
Vendor Information and Application**

September 28-29th, 2018

Friday 10:00am-6:00pm, Saturday 9:00am to 4:00pm

The Shrine Auditorium, 2236 Broadwater Ave.

Billings, Montana



Welcome to Prairie Handspinners third annual Fiber Fest. This year we are expanding to a two day event, Friday and Saturday. The PHS Fiber Fest will remain a free admission event, held indoors at the Shrine Auditorium in Billings, MT. The event is sponsored by the Prairie Handspinners Guild, our mission is: To share the joy of fiber arts and educate our community; while connecting fiber artists with local producers and suppliers.

In vendor selection for the Fiber Fest, priority is given to local producers (Montana and surrounding states) and to previous vendors. All items sold at the Prairie Handspinners Fiber Fest must be fiber related (animal and plant fibers, items made from them and supplies and accessories) and in line with the mission stated above. Prairie Handspinners Guild reserves the right to reject items not in keeping with this mission.

As a part of the booth fee, each vendor is required to give a door prize representative of their booth. Door prizes will be given throughout the PHS Fiber Fest and valued at a minimum of \$10.

Each 10'x10' booth will include one 8' table, two chairs, pipe and drape (blue) and Wi-Fi access. Electricity at an additional cost and limited availability; first come, first served. Two day and one day vendor options are available; however there are a small number of one day spaces. No live animals allowed at this time. All aspects of vendor booths are the responsibility of the vendor. Prairie Handspinners Guild is not responsible for lost, stolen or damaged items.

Free dry camping is available to vendors in the Shrine Auditorium parking lot on Thursday evening through Saturday, no electricity or water available. Food and accommodation information will be sent out in the vendor confirmation letter.

Set-up time:

Thursday, Sept 27th, 6:00pm – 9:00pm

Friday, Sept 28, 7am-10am

For Saturday only vendors, 7:00-9:00am.

The Marketplace of vendors will be open to the public on Friday 10:00am-6:00pm and Saturday, 9am-4:00pm. Classes will start at 8:00am with a lunch break and end at 3:30pm.

Booth take down will begin on Saturday, September 29th at 4:00pm to 7:00pm. No early take downs, all items must be removed by this time.

Vendor Applications with payment must be received by March 31st, 2018. Applications accepted after this date will require a \$10 late fee if space is still available. Vendors will be notified by April 15th of acceptance or non-acceptance. Vendors whose applications are not accepted will have their payments returned.



As a vendor of the Prairie Handspinners Fiber Fest, we will list your business on our Fiber Fest website with a link (if provided) to your business. We will also mention your business on our PHS Fiber Fest Facebook group. Returning vendors will be featured individually as before. New vendors may be featured in groups of two or more.

The PHS Fiber Fest will assemble 200 Swag Bags to give to each vendor, student and volunteer. If you would like to contribute items to be put in the bags, please send them to Kathryn Petersen, Chair at the address on the application by September 1, 2018. Any extra bags will be given away during the Fiber Fest to attendees.

The Prairie Handspinners Fiber Fest Planning Committee appreciates your interest in our third annual Prairie Handspinners Fiber Fest. Together we can make it the best one yet!

Prairie Handspinners Guild Fiber Fest Committee

pshfiberfest@gmail.com

prairiehandspinnersfiberfest.com  

Prairie Handspinners Fiber Fest
Vendor Application Form
September 28-29, 2018
The Shrine Auditorium, Billings, Montana



Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone number: _____ Email: _____

Website, online shop links: _____

Social media: _____

The Prairie Handspinners Fiber Fest Committee would like to use your publicly posted photos and information to promote your business and the Fiber Fest. If you do not wish the PHSFF Committee to do this, please note this here. Vendors may also email photos to be used to promote the PHS Fiber Fest and vendors to pshfiberfest@gmail.com.

Describe the items you will sell at the Prairie Handspinners Fiber Fest:

What percentage is fiber or sheep related?

Please list any awards you have won:

What percentage of your products is produced in Montana? Surrounding states?

Special requests for booth set-up:

Returning vendors (we will try our best to give you the booth space you prefer):

Would you like the same booth location as last year? Yes/No

If no, do you have a preference for location?

**Prairie Handspinners Fiber Fest
Booth fee Reservation Form**

All fees are non-refundable once your application is approved.

10 x 10 Booth Space - \$100 non guild member or \$95 Guild members each
(Includes: one 8' table, two chairs, pipe & drape. No live animals allowed.)

Qty: _____ X \$ _____ = \$ _____

One Day only booth _____Friday _____Saturday \$65 non guild member or \$60 Guild member each

Qty: _____ X \$ _____ = \$ _____

Late fee (after March 31, 2018) \$10 \$ _____

Electricity \$5 per booth (optional, limited availability) Qty: _____ X \$5 = \$ _____

Total Enclosed: \$ _____

Signature

Date

Please make checks out to "Prairie Handspinners Guild." Mail Vendor Application and check to:

Kathryn Petersen
PHS Fiber Fest
103 Woodland Ave.
Laurel, MT 59044

Prairie Handspinners Fiber Fest
September 28-29th, 2018
Friday 10:00am-6:00pm, Saturday 9:00am to 4:00pm
The Shrine Auditorium, Billings, Montana
Kathryn Petersen – Committee Chair
406-850-8413
phsfiberfest@gmail.com
www.prairiehandspinnersfiberfest.com