

**FINGER LAKES FIBER ARTS FESTIVAL - SEPTEMBER 18 & 19, 2010**  
**VENDOR REGISTRATION GUIDELINES**

The Finger Lakes Fiber Arts Festival continues to grow every year. We reach our limit for vendors early in the year. Please note the registration dates below. Returning vendors that meet our requirements and are in keeping with the purpose of the festival will be given first choice, if forms are returned by February 15, 2010.

**NEW THIS YEAR:** Please note that returning vendors must submit their registration and fee by February 15. If the fee is received after February 15, but before April 15, there will be a \$25 surcharge. Fees received after April 15<sup>th</sup> will be returned and your space will be forfeited.

Returning vendor applications will be accepted at the 2009 festival. The 2010 application and guidelines will be available during vendor check in/check out periods: Friday, from 3:00pm – 7:00pm, Saturday from 8:00am to 12noon. Welcome packets for the 2009 festival can be picked up during those times and 2010 applications can be dropped off during those times. Vendor check in and check out is located in the information booth at the center of the fair grounds. Vendors who do not use this check in check out period may mail their applications to the address on the form. Checks only please; no cash or credit card information please.

If you are a returning vendor and you would like to request more space or a change in location, you may do so, but please do NOT include the additional fees to cover that additional requested space. Most requests for additional space and changes will not likely be granted due to practical constraints.

All **NEW** vendors are asked to include a couple photos that represent the items they will be selling. Pictures will not be returned. We will review the applications of returning vendors by February 15th and assign remaining spaces to new vendors at that time.

**Important Dates:**

February 15, 2010 - Postmark deadline for applications

April 15, 2010 – \$25 surcharge if fee is received between February 15 and April 15.

May 15, 2010 – if fee is not returned by this date, returning vendor status is lost and space will be forfeited

June 15, 2010 – notification of acceptance for new vendors

August 1, 2010 - Cancellations made (in writing by this date) will receive a refund (after this date it is up to the discretion of the committee)

Sept 18 & 19, 2010 Finger Lakes Fiber Arts Festival

We look forward to having you as a vendor at the FINGER LAKES FIBER ARTS FESTIVAL 2010. The Festival committee hopes this will be a fun and successful show for everyone. For questions or an application, also visit the website at: [www.gvhg.org/fest.html](http://www.gvhg.org/fest.html) or contact: Denise Syed, 7681 Whispers Lane, Ontario, NY 14519, [flffvendors@gmail.com](mailto:flffvendors@gmail.com), (585) 451-7512. Email is preferred.

Please Note: You are required to have and display a NYS sales tax number to participate in our festival. Publication 750 – A guide to Sales Tax in NYS and Vendor Registration Form provides an overview to the NYS requirements. For forms or publications call the Business Tax Information Center at 1 – 800-972-1233, or 1-800-462-8100. The written address is NYS Tax Department, W A Harriman Campus, Albany, NY 12227. The State will provide you additional information on the tax rates in each of the counties in NYS. The festival is in Livingston County. They ask you to file for a certificate at least 30 days before you need it, but not more than 90 days.