

# Finger Lakes Fiber Arts Festival

## New Vendor Guidelines

As so many of our vendors return each year, we do not often have new openings for vendors. If you are interested in applying as a new vendor, please fill out the application form from our website: [www.gvhg.org/fest.html](http://www.gvhg.org/fest.html)  
You must submit photos representing your products along with the form. The information will be reviewed and a determination made as to whether or not your products fit our festival. If they do, you will be notified that -- if space becomes available, we will contact you with booth cost, etc..... and expect a check within 2 weeks indicating your commitment as a vendor. I will let you know if our committee determines that you would not be considered for the festival. Either way, you can expect communication from me within 6 weeks of receiving your info. as to the status of your application.

Deadline for new vendor applications: January 31st

If you have any questions, feel free to contact Jen Adams:

[GHFshepherdess@rochester.rr.com](mailto:GHFshepherdess@rochester.rr.com)  
585-624-4156

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 1-800-072-1233, 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.

### **Deadlines:**

application due by January 31st

confirmation email or phone call to verify status will be made by or before February 14th

If accepted, cancellations made before July 1st will receive a full refund; after July 1st, refund will be made at the discretion of the Festival Committee.

For further information/updates, please visit our website at: [www.gvhg.org/fest.html](http://www.gvhg.org/fest.html)