

Floyd County Arts & Crafts Festival Rules & Regulations

- We are glad that everyone is able to join us this year for the Annual Arts & Crafts Festival.
- Upon arrival on Saturday morning, please check in at the registration table in the main lobby of the high school so that the Festival Committee knows that you are on-site. Each vendor will be given a name tag to wear during festival hours at this time.
- Vendors must supply their own tables, chairs, tents, and/or canopies. Vendors who require electricity will need to provide their own heavy duty extension cord(s) of a 100 ft or more. Electrical hook-ups for outdoor spaces will be supplied upon request and a school custodian will be on-site to implement the connection both inside and outside if needed.
- **Do not drag items across the gym floor(s) to avoid damage to both the mats and the floor.**
- All vendors are expected to clean up and remove all trash around their space before leaving.
- No exhibits will be permitted to obstruct the walkways.
- No vendor will be allowed to move into another vendor's space without permission from the A&C Festival Committee. If vendors do not occupy their space by 12 noon on Saturday and have not notified the A&C Festival Committee their space/booth will be forfeited to another vendor if approved by the A&C Festival Committee.
- Vendors are asked to stay with their exhibits/booth until the festival is closed to the public. Please do not pack up and leave early unless it is an emergency and the A&C Festival Committee has been notified.
- Each vendor is responsible for his/her own VA sales tax.
- Cancellations must be received prior to Sept. 15th. No refunds will be given for inclement weather.
- **SCHOOL RULES** apply to the public use of the school; therefore, the following is not allowed. No smoking, no tobacco use, no E-cigarettes, and no pets. Service dogs/animals are allowed. There is also no open flames allowed inside the building(s) (such as candles, incense burners, Bunsen burners, etc.)
- All vendors are encouraged to park in satellite parking areas such as the Floyd County Courthouse, Citizens Telephone, or adjacent parking areas (limited space) to the school premises. Shuttle buses will run continuously from 7:00 am to 6:30 pm on Saturday.
- No vehicles are to park on the grass without permission from the A&C Festival Committee.
- The GFWC Floyd County Woman's Club will not be responsible for theft or damage of any belongings of the exhibitors during the festival.
- The GFWC Floyd County Woman's Club reserves the right to deny any vendor application for any reason.
- The GFWC Floyd County Woman's Club has the right to ask any vendor to leave at any time, for any reason (example: not selling handmade/handcrafted items). In the event that the A&C Festival Committee has to exercise this right, the vendor **will not** be given a refund and will be asked to leave the premises.
- Applications for the next year's festival can be filled out/completed at the hostess table in the main lobby at any time on Saturday.

Susan Leonard – Vendor Coordinator, Floyd County Woman's Club Arts & Crafts Festival
Questions call 540-250-8486

Emergency contact numbers during the festival hours are as follows:
Susan Leonard – 540-250-8486
McKinley Leonard – 540-285-0391