

2024 Mountain and Valley Wool Festival



ORGANIZATION TABLE APPLICATION

MAVWA's Mission and goal is to encourage and support the fiber industry in our area of the Southwest – New Mexico, Colorado, Texas, and the Navajo Nation and educate the public on fiber matters.

This year we are offering, for the first time, an opportunity for fiber-related organizations to take a table at our annual MAVWA Wool Festival.

For 2024, the \$50 fee for a table is waived for qualifying organizations.

This document explains what MAVWA is offering, and what you need to do to be considered.

If you have questions or need further information, please contact us at: Info@MAVWAWoolFest.org and put 'Organization Table' in the subject line. It's preferable if you ask questions before submitting your application!

MAVWA WOOL FESTIVAL - EVENT INFORMATION

The Festival is held during the **first full weekend in October** every year at the Santa Fe Fairgrounds at **3229 Rodeo Rd, Santa Fe, NM 87507**.

Festival dates and times for 2024 are **Saturday, October 5th from 9am to 5pm, and Sunday, October 6th from 9am to 4pm**.

The Wool Festival is planned and put on by a team of dedicated volunteers who work both throughout the year to prepare for success, and during the Festival to set up, break down, and provide support for the Vendors, Participants, activities, and visitors. We encourage our participants to volunteer some time to help during Festival set up on the Friday, and wherever possible over the weekend.

The Festival is in its 41st year and is one of the premier fiber events in the Southwest, drawing crowds of over a thousand visitors and contributing to the local economy.

Organizations' applications are considered and selected by the MAVWA Board to ensure their activities align with our mission and goals, provide useful information and/or education for our visitors, and meet a standard of quality.

You can find our Mission and other information on our website: www.MAVWAWoolFest.org

Questions, comments, suggestions can be emailed to Info@MAVWAWoolFest.org with Org. Table in the subject line.

'ORGANIZATION TABLE' INFORMATION

Please read this information carefully so you understand what we'll need from you, and what you can expect from MAVWA.

The Application Form can be found online on our website (above) or by clicking this link: [Table Application](#). Some of the following will only be required if you are accepted into the Festival.

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Requirements:

- **MEMBERSHIP:** In order to apply for a table, you will – as do all our Vendors – need to be a member of MAVWA. You can find the membership application on our website, or link to it by clicking here: [MAVWA Membership](#).
Membership fees are deposited upon receipt and are not refundable.
Memberships that are renewed or paid after October 1st are valid through December 31 of the following year. (example - membership paid in October 2023 is valid through December 31, 2024.)
- **INSURANCE:** If accepted, you must provide proof of insurance for the event. If you don't have business liability insurance, you can take out a Special Event policy from many well-known insurance companies. Your policy must name MAVWA and the Santa Fe Fairgrounds as additionally covered.
MAVWA's address is PO Box 2754, Taos, NM 87571
Our insurance carrier requires all our participants to provide proof of insurance and if you're accepted into the Festival, we will ask for a copy of your insurance certificate.
- **TAXES:** Although we don't expect you to be selling anything at your table, if you are taking monies that would be considered taxable by NM's tax department, you must have a New Mexico Department of Taxation and Revenue C.R.S. tax I.D. number, must collect sales tax at the Wool Festival, and pay the collected taxes to the State of New Mexico. If needed, we will ask you to provide a copy of your regular NM CRS certificate or your Special Event certificate.
- **MATERIALS:** The materials you are distributing must clearly be supporting your fiber-related mission and activities, and they may not be offensive or political in nature.
You may not sell any promotional T-shirts from your space at the Festival.
- **DISPLAY:**
 - Every participant's table and its contents are expected to be tidy, in good taste, and generally attractive.
 - All your materials, displays, fixtures, and equipment must be contained within the table's surface area. You may use space under the table for storage. Please bring a tablecloth that reaches to the ground to cover storage space.
 - Every participant must display a sign or signs indicating the name of the organization and a table number sign (provided by MAVWA).
 - No set-up is permitted before 8 AM on Friday.
 - Your table and display must remain open for business during the Wool Festival stated hours. Participants may not set up, break down, or give the appearance of doing either, during business hours.

Selection Criteria:

When considering your application, MAVWA awards space based on the following criteria (NOT in any particular order). Note that these criteria are used to judge between applicants and are not meant to discourage anyone.

- Applicant's involvement in the Colorado / New Mexico / Texas animal fiber industry. Groups based in CO, NM, TX, or the Navajo Nation are given higher priority.
- Diversity contributed to the Wool Festival by the organization, and its support of MAVWA's Mission.

Timeline:

Applications are due by **midnight Friday August 30th**. You can ask to be put on a wait list as part of the application.

We'll notify you whether you've been accepted by **Wednesday, September 4th**.

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Festival Set-Up and Hours

Set up is Friday, October 4th, from 8am until 5pm and Saturday, October 5th, 7 AM to 9 AM – Vendor vehicles are not allowed in vending area after 8 AM on Saturday and Sunday.

Festival tear down is Sunday, October 6th from 4pm until 7pm. You must clear all trash from your area before you leave.

If you are able to help with set up and tear down, we would be grateful, please let us know in advance so we can best organize our volunteers.

WHAT MAVWA WILL PROVIDE

Participants who are accepted through the Selection process will be assigned one 6' x 2' folding table and two chairs.

The number of tables available is limited to six in total and they will all be in the same area.

Note that electricity is **not** available for the table area. Generators are not permitted

The table area will be located under shelter, which may be a tent with open sides.

Wi-Fi is available at the Fairgrounds; your Participant Packet will have details. As always at these kinds of events, be prepared with backup options in case of Wi-Fi failure. MAVWA has no control over the Wi-Fi system and can't be held responsible for problems with the service.

We provide security patrols from Friday through Sunday afternoon, but you should cover your table overnight, and if you are concerned about security or inclement weather, you may want to pack up each evening and set up again the following morning.

Members of the MAVWA Board will be available from Friday morning in case you have questions or need assistance. In the first instance please go to the Information Booth.

WHAT YOU NEED TO PROVIDE IF ACCEPTED: *(Things MAVWA won't be providing)*

A tablecloth large enough to cover the front (and preferably the sides) of your table.

Displays and materials that fit on top of the 6' table.

A sign with your organization's name.

Event insurance. MAVWA does NOT assume responsibility for loss or damage of any kind sustained by Festival participants.

Optional: A NM CRS tax ID number.

OTHER CONSIDERATIONS:

The Fairground Site

Inside toilet facilities are available.

Food trucks will be on site during the Festival hours, providing food and drinks.

No alcoholic beverages are permitted in the Fairgrounds.

The ground can be uneven, dusty, and with some goathead burrs. If that is a concern, please bring a ground covering for your table area.

The Fairgrounds are on the south side of Santa Fe and convenient for Highway 25 access. A wide choice of hotels and eating places are close by and on Cerrillos Road.

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Animals

Animals, except service animals, are only allowed on the fairgrounds with prior coordination. Please contact us for details at Info@MAVWAWoolFest.org and put 'Bringing Animals' in the subject line.

Cleanup

After close on Sunday, all table areas are to be left free of trash and other materials (including zip ties).

Cardboard boxes may be broken down and placed in the designated area.

All participants must depart by 7:00 PM on Sunday. Please remember that the folks tearing down festival common equipment on Sunday also need to pack up their own space, so **we can use as many helpers as possible!**

We thank you for your interest and look forward to receiving your application to join this wonderful Festival!