

2024 Mountain and Valley Wool Festival



TABLE VENDOR 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.

This year we are offering, for the first time, an opportunity for new fiber artists and vendors to 'dip their toe' into the world of fiber festivals by taking a **6' table** at our annual MAVWA Wool Festival.

The fee for a 6' table is \$50 for the entire weekend.

This document describes how this will work, 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 'Table Vendor' 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, 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, activities, and visitors. We like our vendors to volunteer some time to help during Festival set up on the Friday, and as 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.

Vendors are juried into the Festival to ensure their products align with our mission and policies, provide a variety of offerings for visitors, and meet a standard of quality.

The Festival website is: www.MAVWAWoolFest.org and questions, comments, suggestions can be directed to Info@MAVWAWoolFest.org

TABLE VENDOR 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 these items 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 vendors to provide proof of insurance and if you're accepted into the Festival, we will ask for a copy of your insurance certificate.
- **TAXES:** Every vendor 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. We will ask you to provide a copy of your regular NM CRS certificate or your Special Event certificate.
- **PRODUCTS:** The products you are offering for sale must comply with our Vendor Rules: please see **Appendix 1**. at the end of this document for details. Note that resale items are not permitted.
- **DISPLAY:**
 - Every vendor's table and its contents are expected to be tidy, in good taste, and generally attractive.
 - All your merchandise, displays, fixtures, furniture, 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 vendor must display a sign or signs indicating the name of the vendor's business, and table number sign (provided by MAVWA).
 - No vendor set-up is permitted before 8 AM on Friday.
 - Your table and display must remain open for business during the Wool Festival stated hours. Vendors may not set up, break down, or give the appearance of doing either, during business hours.
- **PHOTOGRAPHS** of your products and display. When you fill out the Application form, you'll be asked to upload 3 – 4 photos of what you will be offering at the Festival, and preferably a photo that shows what your table set up will look like.

Selection Criteria:

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

- Applicant's involvement in the Colorado / New Mexico / Texas animal fiber industry. Residents of CO, NM, TX, and the Navajo Nation are given higher priority.
- Source of your animal fiber:
 - Animal fiber grown, processed, and/or crafted within our region has highest priority;
 - Animal fiber grown, processed, and/or crafted outside of our region but within the U.S. has lower priority.
 - Animal fiber from outside the US has lowest priority.

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- Animal fiber receives higher priority than non-animal fiber.
- Applicant's involvement in MAVWA. Those who have participated in MAVWA - as members, vendors, instructors, staff, volunteers, financial contributors, etc. receive higher priority.
- Applicant's professional and positive attitude, and compliance with MAVWA regulations.
- Value added by the applicant to purchased fiber.
- Diversity contributed to the Wool Festival by the applicant's merchandise, and its contribution towards MAVWA's Mission.
- Quality of the applicant's merchandise.
- Presentation of the applicant's merchandise.

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**.

If you are accepted, we will require your payment(s) by **Friday, September 13th**. If we don't receive it by then, we reserve the right to cancel your application and give your space to someone on the wait list.

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.

Payments and Refund

We will request your table fee after you've been notified of acceptance. You must pay by the deadline stated above – September 13, 2024 to ensure your space. If you are paying by check, be sure to mail it in time to arrive by the deadline.

There are no refunds for cancellations.

WHAT MAVWA WILL PROVIDE

Vendors 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 vendor 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 vendor 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.

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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 products that fit on top of the 6' table.

A sign with your name and/or your business name

Recommended: a means of accepting credit card payments and/or a cash float.

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

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 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.

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 Vendor booth 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 vendors 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, so **we can use as many helpers as possible!**

Future Wool Festival Participation

The intention is for Vendors to participate as a 'Table Vendor' for one year. If you want to participate in future Festivals, we urge you to apply for a booth. Booths can be shared with other Vendors.

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

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APPENDIX 1 - Booth Contents

1. All goods offered for sale must be owned by you, the vendor.
2. All merchandise must belong to one or more of the following categories:
 - a. Fiber animal products (examples: wool, pelts, horn, milk, and meat, and products made from these things)
 - b. Equipment, materials, and supplies used for creating animal fiber products (examples: spinning wheels, looms, knitting needles, dyes, buttons, books, and patterns)
 - c. Items that are neither of the above but that promote the animal fiber industries (examples: photos, paintings, drawings, jewelry, etc. depicting fiber animals; accessories such as shawl pins).
3. Promotional T-shirts may not be offered for sale by any vendor other than MAVWA.
4. Fiber and fiber products may not be purchased and offered for resale unless value has been added to the item by the vendor through spinning, dyeing, knitting, felting, etc.
5. Every item of fiber merchandise (with the exceptions noted below) must be all or predominantly animal fiber, and must promote, emphasize, and be "about" the animal fiber.
 - a. "Animal fiber" is defined by MAVWA as the wool or hair of any animal. "Predominantly" animal fiber means having enough animal fiber to look and feel more like animal fiber than other fiber; or containing more animal fiber by weight.
 - b. Fiber merchandise may contain silk, plant fibers, synthetic fibers, and other materials in a minor and supporting role. Examples are silk or cotton warp, synthetic stuffing in items covered by wool fabric, and cotton covers on wool-filled bedding.
 - c. Finished goods: The amount of animal fiber is at the discretion of the artist; however, the item should visually contain at least 25% animal fiber.
 - d. Bags and baskets made from plant or other non-animal fibers may be offered for sale if they are accessories to equipment or kits, and if they are displayed inconspicuously.
6. Booths or materials determined by the MAVWA board to be inappropriate, offensive, or not in keeping with these guidelines must be removed from the Festival grounds immediately.