

SAFF Vendor Contract

We are pleased that you are with us for SAFF 2017. Enclosed in this letter is information that you need for our event. If there is an error or if you have any questions please feel free to call me, and I will look into the issue/concern. The vendor location maps are posted online. Classes scheduled for Thursday 26th are in the Expo Building. We will make every effort to keep students in the expo building and not allow them into vendor areas. Exhibitors should not leave merchandise unattended during the show hours and especially during move in and move out periods. Early breakdown and packing, or moving merchandise out of your booth prior to closing time is not permitted, and you will not be allowed to return. No one will be admitted to the show early without proper badges. Vendors will be provided with Vendor badges. Reasonable care is exercised by the show to help protect exhibitors from loss of merchandise, but SAFF accepts no responsibility for loss of merchandise. All the property of the exhibitor remains under the control of the exhibitor, subject to the rules and regulations of the show. Vendor Chair assigns space with request being considered, reserving the right to make changes as necessary. Exhibitors may not assign, share, or sublet, any or all of the space. Booths must be manned during the hours of operation.

Davis Arena Check in is on Wednesday and Thursday, Wednesday, October 25th from 12:00am-5:00pm, the building will be locked at 6:00pm. Thursday check-in is from 10:00am-5:00pm, the building will be locked at 9:00pm. There will be no vehicles allowed to drive into the Davis arena at any time. You will need to be able to move your vehicle close to the building, unload, then move the vehicle, for both the check in and move out. There is one dock, and multiple doors. Please check in with me sometime on Wednesday or Thursday when you arrive. I will have a pass to hang on your car. Check in, is listed above, however you may set up if you know where your space is and do not have any questions. I will have your name badges which you will need to enter the building prior to 9:00am. I will also have vendor packets printed but will not place one in your booth. Davis Arena each single booth space includes the following: Cement floor, reasonable access to electrical outlets, (bring extension cord), 8 ft. tall drape along the back of each booth for display. 3' side rails with drape. You may not attach anything to the drapes. You may substitute your own pipe and drape on the sides as long as your neighbor does not object. You may not nail, tape, stick, staple or hang anything on the wall, columns or ceiling. Space in the Davis Arena is \$300.00 per booth. Booth space is limited to 5 per vendor.

Barn F Check in is on Thursday, October 26th from 9:00am-5:00pm. I would encourage vendors not to set up till Thursday. Barn F cannot be locked but we do have security onsite for it from Thursday thru Sunday. Barn F spaces are sold space with no pipe & drape. These are outdoor spaces. You will have reasonable access to electrical outlets, (bring extension cord). These booth spaces are \$250.00.

Vendor Trailer Parking will be posted. All trailers must be in these locations. We want to leave space close to the buildings for customers, therefore each area will have a designated trailer parking area.

Please **unload and remove** your vehicle as soon as possible so that others may do the same. We will have a maximum unloading time of **2 hours**. The loading time will be **2 hours**. Show hours are Friday 9:00-6:00, Saturday 9:00-6:00 and Sunday 9:00-4:00. On Friday, Saturday and Sunday (am) we will lock the doors to the building at 6:30pm and unlock at 8:00am each day. Break down begins at 4:00pm on Sunday. The board has a policy regarding vendor break down. ***All vendors must be out of the building by 9:00.*** If you are not, you will not be allowed to have space in the Davis arena for the 2018 show and will be moved to an Outdoor Arena.

Break Down on Sunday

No vehicles are allowed to drive into the Davis arena, therefore you must pack up your booth and move it to your vehicle. We have helpers who will be stationed at the back of the building who will give you a pass to drive up to the building. Please do not pull to the building without a pass. Barn F vendors will also need to pack up their booth before bringing their vehicle to the barn.

Electricity is provided with your booth, however you will need to bring an extension cord and possibly a power strip.

Wifi is available but as I always tell vendors have a backup plan. The Ag Center has installed a new wifi system but again with the number of vendors that hook up to it, it may be slow. The access is public. No passwords are required. When you enter the fairgrounds you will see it come up on your device.

Camper Hookups will be all over the fairgrounds. The cost is \$25.00 per night. Lorri Helms is sending out RV passes. RV registration and passes are done online. You will notice it is no longer on the vendor application.

Tables and Chairs-There are no tables or chairs available for rent. SAFF has been rapidly growing and we use all the tables and chairs that the facility has. Convention Makers is a great company to check with about rentals their number is (828)215-2254.

Please go to www.dor.state.nc.us/taxes/sales/ to access your sales and use tax form. Our tax rate is 7%. **This year we must keep on file either your registration number or sales tax id. Please e-mail those to me asap.** A new NC State law also mandates that you must display your registration or sales tax number in your booth. You can have it anywhere you want but must provide it if asked by state personnel. Exhibitor is liable and responsible for their North Carolina Sales Tax number and it must be presented to Vendor Chair and displayed in your booth

Vendor Hospitality Dinner-will be on Thursday evening @ 6:30 in the restaurant in the Davis Arena. This is a great time to meet other vendors and enjoy some fellowship.

Food we will have a restaurant in the Davis Arena, the Lions Club selling home cooking in the Expo building and food trucks for SAFF.

We have a SAFF ravelry site, <http://www.ravelry.com/groups/saff> we would like to encourage you to join the SAFF group and post about what you are bringing to SAFF, demonstrations that you will be doing in your booth and generally anything that you want to post about. There is a vendor thread that has been started.

Vendors who also teach the Expo Building will be open @ 8:00am on Thursday and Wednesday after 3:00pm. We do have some classes that start at 9:00.

As many of you have seen on the web site there is a vendor portal which allows you to make changes with your information. This year I am asking that if you have any changes for next year please log in and make your changes. Your log in is your e-mail and your temporary password is abc123 if you have not already logged in and changed it. There is a place to list your NC registration/tax id number.

If you have any questions please see me, not the volunteers at the information desk. They will not have the answers to vendor questions. Any abuse of any SAFF volunteers will not be tolerated and the offending vendor will be asked to leave.

Signature _____ Date _____