

Finger Lakes Fiber Festival

Returning Vendor Guidelines

1. Please fill out the returning vendor registration form. You may turn it in at the festival or mail it to the address on the form. The deadline for returning vendor registrations is January 15th. Email reminders will be sent by January 1st if your paperwork has not yet been received. It is your responsibility to return the forms by the specified deadline.
2. Checks for the next year's festival will not be deposited until after January 1st to keep the current festival receipts separate from the next year. If you choose to register and then mail the check later, you will receive an email in December with the amount due. Be sure to submit payment by January 15th. Registration is not complete until payment has been received.
3. Confirmations will be sent by email or postcard to each vendor by February 14th. Please feel free to contact me at: Barb DeClerck at bcdec54@gmail.com or by phone at 585-260-7977.
4. If you plan to return but would like a change of location, please submit your form and check for your current location to guarantee your spot. Then, indicate your interest in a change and I will let you know if this can be accommodated. In the event the new space can be arranged, you will be notified of any change in fees and the amount to be remitted/refunded.
5. Please list details of items you will continue to sell. Please indicate if you wish to add new products to allow time for approval by the festival committee.

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 mailing 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:

- Registration form with payment due by **January 15th**
- Confirmation email or postcard to verify status will be made by or before **February 14th**
- 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/fiber-fest.