



Handcrafted Vendor Application

Event Dates: June 25 & 26, 2022

Set up: June 25 8:00am - 6:00pm

Main Event: June 26 8:00am - 4:00pm

Contact Information

Location

“The Grove”
Lamoille, NV 89828



Call or Text
Email

Samantha Carbury
(775) 388-8809
scarbury@lamoillewomensclub.org

Jennie French
(775) 934-1487
jraefrench@yahoo.com

Inquiries for Camping

Call or text
Email

Pam Osmonson
(775) 397-2214
osmonson45@gmail.com

Mailing Address

LWC
POB 281426
Lamoille, NV 89828

Club Email
Club Website

lwc@lamoillewomansclub.org
www.lamoillewomansclub.org



Cutoff for Booth
Requests

February 28, 2022

Make Checks Payable
to:

Lamoille Women’s Club
POB 281426
Lamoille, NV 89828

Qualifications:

- ☼ Any direct sales or corporate vendors must call for prior approval. If you send in the incorrect application without contacting the LWC for approval, we will not hold your applications spot in line.
- ☼ The LWC retains the right to deny any application for any reason. Preference is given to makers.
- ☼ If you are a new vendor, or have not previously sold at our event, please email a picture of your products to lwc@lamoillewomansclub.org. While we are not juried, we do have a very strict policy of restricting booths with Direct Sales (i.e. Lularoe, Scentsy, Posh, DoTerra, etc). No exceptions.



KEEP THIS PAGE FOR YOUR RECORDS

Fair Policies 2022

I. Booths

- A. Booths should be free-standing with shade provisions considered. The fair is completely outdoors. Vendor is responsible for providing their own tables and canopies.
- B. Vendors may check-in & setup on Saturday, June 25 from 8:00 AM to 6:00 PM, or from 6:00-7:00 AM Sunday. The Fair begins at 8:00.
- C. Only 1 vendor per booth, no exceptions.
- D. There will be a very short Vendors meeting on the morning of June 26 in front of the LWC clubhouse at 7:00 AM sharp. Plan on being there.
- E. There is no access to electricity in the booths, or internet. If you use a generator, **YOU MUST USE NOISE ABATEMENT PRACTICES**. If a generator is required, vendor **MUST** take into consideration booth size and whether they may need more. Each space is strictly measured.

II. Applications

- A. Due to the extensive planning it takes to provide this event, we do not offer refunds for booths that have already been reserved. Sorry, no exceptions.
- B. You will receive a postcard confirming that we have received your application for the event. Once you've received that confirmation, we will communicate with vendors through email. Please be sure to keep an eye out for communications from us. An email address is required for these purposes. **IF YOU DO NOT RECEIVE YOUR CONFIRMATION CARD WITHIN 2 WEEKS OF RENDERING PAYMENT AND APPLICATION, IT IS YOUR RESPONSIBILITY TO CONTACT THE LWC TO CONFIRM WE HAVE RECEIVED IT.**
- C. If all forms are not signed, and payment rendered, your application will be disqualified and your spot in line will not be held. Please enclose payment in the form of check or money order with your application or your reservation cannot be guaranteed.
- D. **Bad checks will be subject to a \$35 processing fee.** We do not accept post dated checks, we will not hold checks.
- E. Consideration for special requests for booth spaces will not be considered after **February 28, 2022**.
- F. After **May 31**, applications must be paid by cashiers check or money order.
- G. If for any reason the event has to be cancelled, we will not issue refunds. We will issue credits in the form of a booth credit at future events.

III. Event Policies

- A. **NO DOGS ARE ALLOWED AT THE FAIR**
- B. No smoking! Nevada law forbids the smoking of marijuana products in public spaces. Please, be courteous. There will be a lot of families and children in attendance.
- C. **No Alcohol.** Vendors or attendee's will be escorted from the event if they are found disregarding this rule
- D. We do not allow vendors to hold raffles, of any sort.
- E. **VENDORS MAY ONLY SERVE DRINKS WITH PRIOR APPROVAL FROM THE LWC.** Failure to follow this policy will result in the vendor being escorted from the event, a refund for booth space **will not** be offered, and vendor will be **excluded** from all future events.

IV. Day of the Event

- A. One week before the event, there will be an email sent including event maps, instructions for vendors, and last minute details. Please be sure to watch for this email.
- B. Vendors will need to be setup and ready to open for business by 8:00 AM. There will be a short vendor meeting in front of the clubhouse promptly at 7:00 AM. Attendance is mandatory.
- C. Each vendor will be issued a "vendor folder" which will include information regarding Nevada State Sales Tax. Each vendor, without exception, will be required to return to the LWC a green tax form, signed, with payment, prior to being allowed to load and leave the event. If you have a NV Tax ID number, pay taxes quarterly, or provide a service rather than a product, you will still be required to fill out the form, sign it, and return it to the LWC.

Fair Policies 2022 (cont.)

V. Liability

- A. As a vendor, having issued payment for a booth at the Lamoille Country Fair, read all policies that the Lamoille Women's Club has issued regarding the event, you agree that you have entered into agreement that you, the vendor, release and hold harmless the LWC and their duly appointed representatives of all liability and responsibility including, but not limited to, injury, theft, damage, or losses sustained. This agreement includes, but is not limited to, all time periods before, during, or after the conclusion of the event. Further, you understand that there will be a strict no refund policy. This encompasses situations referred to as "An Act of God", including inclement weather.
- B. All property that the vendor brings to the event is considered his sole property and the vendor assumes all risk and liability in relation to the vendors booth and items. Further, by signing the application and rendering payment, the vendor is certifying that they have read all of the policies set forth by the LWC. The vendor also agrees to comply with all decisions made by the LWC and agrees that the LWC solely holds discretion as to all decisions if the vendor should choose to ignore the policies.

VI. Advertising

- A. The Lamoille Women's Club engages in many forms of advertising for the event. The advertising includes, but is not limited to, using Facebook, Instagram, the website of the LWC, local newspapers, flyers, banners, radio spots, and websites like CraftMasters and FestivalNet.
 - 1. It may be possible to add an advertising package onto your booth, if there is enough interest. Please call Samantha @ [775-388-8809](tel:775-388-8809) to for further details or express interest.

VII. Trailers

- A. If you want to bring a trailer to the event, you need to contact the LWC first for permission.
- B. If you do not get permission prior to arrival, there will be no refunds granted and you will not be allowed to setup.
- C. In order to measure the footprint of your trailer:
 - 1. Setup your booth the way that it would appear on the day of the event. Make sure that ALL items are laid out in situ, including hitches, displays, signs, generators, seating, etc.
 - 2. Measure the outside perimeter length and width. If your measurement is:
 - a) 10x10 and LESS, you will require a 10x10 space
 - b) 10x11-10x20, you will require a 10x20 space
 - c) 10x21-10x30, you will require a 10x30 space.
- D. If you are in doubt, call for guidance. It is better for you to go bigger than to exceed your allotted space and be disqualified from participation

FAQ

1. How many booths are at the Lamoille Country Fair?

a. Approximately 140

2. Will tables and chairs be provided for my space?

a. No. You are required to provide tables, chairs and canopies for your booth.

3. Is this event indoors or outdoors?

a. Outdoors, completely

4. Do vendors need to submit a raffle item for the event?

a. No, we never ask, expect or require donation items from vendors.

5. Is there access to the event area the day prior to the fair?

a. Yes! In fact, that would be the best day for vendors to plan on setting up

6. Can I request a booth from the previous year, or, next to a friend?

a. Yes, we do our best to honor all space requests as well as placing vendors in their spot from previous years so long as requests are made by February 28.

7. Is this a juried show?

a. To a certain degree. We are very strict about booths that are from direct sales companies and not of the hand-crafted variety.

8. Will there be food available?

a. Yes! We have many wonderful vendors who will be attending. Come and enjoy their excellent offerings!

9. Is there Wi-Fi available?

a. No. Not only that, but, cellphone service is spotty at best. Lamoille is very beautiful, but, very remote.

10. Is there an ATM on-site?

a. The short answer is no. We cannot guarantee that one will be present. We do have a vendor who has an ATM, but, it is best for vendors to make all plans as if one will not be present. There will be no bank access on Sunday, and the closest place to get change is a 30 minute drive.

11. What is the ratio of makers to direct sales booths?

a. 90% maker, 10% other. Preference goes to makers in the event that demand for booths outweighs supply.

12. What is the approximate attendance of your event?

a. 2021 saw approximately 8,000 attendee's

13. Is there an admission fee for attendee's of the fair?

a. No. The LCF recovers costs through the cost of booths, a raffle for the authentic handmade quilt, and through sales of hand squeezed lemonade.

14. What does the LWC do with the money they make?

a. All proceeds above the cost to hold the fair are used to fund our various community projects. A list of benefactors is included with this application.

15. Hey! You ladies seem like the bee's knees, can I join the LWC?

a. Well, thank you! So long as you are a female and reside in Elko County, we would be happy to have you join us! Please see the "membership" tab under "Contact us" on our website www.lamoillewomensclub.org.



The Lamoille Women's Club
Presents
**The 47th Annual
Lamoille Country Fair**
DIRECT SALES/CORPORATION
APPLICATION

Date Received		
Space requested?		
Space Assigned		
Requires camping?	Y	N
Verification sent?	Y	N
Check #		
Check Amount		

GENERAL INFORMATION			
Booth/Business Name:			
Contact Name:			
Home Phone #		Cell Phone #	
Mailing Address (street/POB)			
Mailing Address (City, State Zip)			
Email Address			
My booth is best described as:	HandCrafted	Direct Sales**	Food*
Have you contacted the LWC?	Y	N	
Who did you speak with?			
Booth Choices	Same as '21, please!	Different location than '21	I'm new, surprise me!
Booth size & QTY	10X10 \$125	10X20 \$225	
	10X30 \$325	10X40 \$425	
Camping for the night of the 25th?	YES	NO	
Will you require space for a trailer?	YES	NO	
Vendors w/ Trailers- Measurement of entire footprint for your setup.***			
* Requires application for Food **Requires application for Direct Sales ***See policies for help			

Vendor must initial each item

_____ I have read and agree to adhere to all policies set forth by the LWC for the event.
 _____ I fully understand that there will be no refunds issued.
 _____ I understand that I am the sole holder of liability for all of my items.

_____ I fully understand that booth locations are ultimately at the discretion of the LWC.
 _____ I understand that if I do not contact the LWC prior to submitting my application, my spot will not be held.

Signature of Applicant	Date
Printed Name	