



H A G E R S T O W N  
1<sup>ST</sup> A N N U A L  
FIBER FEST

**Saturday, October 15, 2022, 9:00 am-4:00 pm  
Hagerstown, MD**

**Fiber Vendor Guidelines and Application  
Application Deadline: August 16, 2022**

Dear Fiber Vendor:

We invite you to be a vendor at the **First Annual Hagerstown Fiber Fest, October 15, 2022!** We are excited about making this showcase event for the Fiber Arts in Western Maryland an annual tradition in Downtown Hagerstown. The Hagerstown Fiber Fest is for fiber enthusiasts of all ages and experiences, and is positioned to reach audiences from Western Maryland, South Central Pennsylvania, the Eastern Panhandle of West Virginia, and the Northern Shenandoah Valley. HFF will offer demonstrations, vendors of fibers and accessories, a place to connect with other fiber lovers and work on projects, and of course great food!

The Hagerstown Fiber Fest will take place at University Plaza, 50 West Washington Street, in Hagerstown. This lovely pocket park, situated in the center of the City's Arts & Entertainment District, is the perfectly intimate place to contain all things fiber – just steps away from The Yarn Shop, numerous restaurants, and Hagerstown's Cultural Trail.

Check out our website (<https://theyarnshopmd.com/event/hagerstown-fiber-fest/>).

**The deadline for applying to be a vendor at the HFF is August 16.** Space is limited. We encourage you to complete and return the attached vendor application with the required product images and hold harmless agreement promptly. This is a juried event, and the HFF Committee will be selecting the very best vendors in a number of categories to ensure attendees have an excellent experience. Once a specific category is filled, we will not accept any further vendors in that category.

Please be specific about the items you intend to sell and include pictures to aid in the decision process. Digital photos or a link to your online site is preferred. Any hard copy photos will not be returned.

If you have any questions, please contact us at [theyarnshophagerstown@gmail.com](mailto:theyarnshophagerstown@gmail.com).

We are confident that you will enjoy participating in the First Annual Hagerstown Fiber Fest. We look forward to partnering with you to make this event a tremendous success.

Sincerely,

The Hagerstown Fiber Fest Committee

## Hagerstown Fiber Fest Vendor Information

- Event Date: Saturday, October 15, 2022
- Event Time: 9:00 am – 4:00 pm
- Set Up Time: 7:00 am; vendors must be ready for sales by 9:00 am
- Break Down Time: 4:00-6:00 pm. Breakdown may not begin before 4 pm
- Application Deadline: Monday, May 16, 2022
- Location: University Plaza, 50 West Washington Street, Hagerstown, MD 21740
- Booth Size: 10' x 10'. If you require a larger space, please apply for two booth spaces.
- Fee:\* \$75  
\* no refunds except in the event that organizers must cancel this event due to severe weather
- Sales Tax: All Vendors are responsible for collecting Maryland State Sales Tax. For information, call 410-260-7980 or 1-800-638-2937 (toll free) or visit <https://businessexpress.maryland.gov/start/taxes-and-insurance>
- Vendors Provide: tent canopy (required), tables, chairs, outdoor extension cords if needed (50-100 feet)
- HFF Provides: limited electrical access; interior restrooms for vendor use; marketing of event

### The City prohibits:

- the driving of any stakes, nails, etc. into the vending area for any reasons, including staking tent canopies.
- the use of the decorative lamp posts for securing tables, booths, etc. It is also prohibited to tape, wire, tie or otherwise hang anything from these lamp posts.

Upon acceptance to the HFF, a confirmation packet will be sent that includes load-in information.

If you are not selected to be a vendor, your payment will be returned to you.

Vendor booth space will be assigned at the discretion of the Hagerstown Fiber Fest Committee to ensure optimal pedestrian traffic flow, safety, and variety of offerings.

### The Goals of HFF are:

- to educate people about the fiber arts
- to bring the art and culture of fiber to Hagerstown's Arts & Entertainment District
- to support fiber artists and people involved in the fiber arts
- to produce a fiber event in the western part of Maryland

**Hagerstown Fiber Fest  
Vendor Application**

note: this application is not for food vendors; please contact us for a separate food vendor application

**APPLICATION DEADLINE: AUGUST 16, 2022**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media: \_\_\_\_\_

MD Sales and Use Tax #: \_\_\_\_\_

List of products you intend to sell: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you require electricity (limited availability)?      \_\_\_ YES      \_\_\_ NO

If yes, for what purpose? \_\_\_\_\_

# of amps: \_\_\_\_\_ # of volts: \_\_\_\_\_

Are you interested in doing a demonstration?      \_\_\_ YES      \_\_\_ NO

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

Please attach up to 5 pictures of the items you intend to sell and of your vendor setup (digital images preferred) or the link where we can see your products and vendor set up:

\_\_\_\_\_

Number of 10' x 10' spaces needed (\$75/ 10 x 10 space): \_\_\_\_\_

**Total Submitted with application:**      \$ \_\_\_\_\_

I'll pay by:

\_\_\_ Check made payable to The Yarn Shop

\_\_\_ Credit/Debit Card; please send me an electronic invoice. I understand a \$2.62 fee will be added to this payment method

Email application, including product images and signed hold harmless (on the following page)

to: [theyarnshophagerstown@gmail.com](mailto:theyarnshophagerstown@gmail.com), OR mail/drop off at  
**The Yarn Shop, 98 W. Washington St., Hagerstown, MD 21740**

**HAGERSTOWN FIBER FEST  
HOLD HARMLESS AGREEMENT**

Lessee/User: \_\_\_\_\_

Event/Use: Hagerstown Fiber Fest

Location: University Plaza, Hagerstown, Maryland

Date of Use: 10/15/2022

The Lessee/User agrees that it shall indemnify Hagerstown Fiber Fest and hold harmless Hagerstown Fiber Fest against any and all fines, suits, claims, demands, expenses, actions, losses, alleged losses, or liabilities of whatsoever nature or kind incurred wither directly or indirectly with in law or equity, paid, suffered or incurred as a result of the acts, activities, or omissions of the Lessee/User, its agents, servants, or employees, due to the operation and use of the premises. It is further agreed that the Lessee/User shall in addition to holding the Hagerstown Fiber Festival harmless from any and all liabilities or damage or injury to both persons and property, occurring as a result of the use of said premises, shall defend Hagerstown Fiber Fest at Lessee's/User's expense against any and all claims, suits, demands, of whatsoever nature or kind.

\_\_\_\_\_  
Lessee/User

\_\_\_\_\_  
By (Signature and Title)

\_\_\_\_\_  
Street

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone

**Return with Vendor Application to:**

Hagerstown Fiber Fest

c/o The Yarn Shop

[theyarnshophagerstown@gmail.com](mailto:theyarnshophagerstown@gmail.com).

98 W Washington St

Hagerstown, MD 21740