

Be A Vendor!

Thank you for your interest in being a Vendor at the annual Trailing of the Sheep Festival!

INFORMATION FOR VENDING AT VENUES

- All items displayed or sold must be in keeping with the Trailing of the Sheep Festival's mission, "To gather, celebrate, present, and preserve the history and cultures of shepherding in Idaho and the West."
- All potential vendors are required to create and sell their products. Commercial endeavors are not permitted.
- All potential vendors must fill out an application regardless of whether selling, exhibiting or sharing a display.
- All vendors must be approved by a member of the Festival Team prior to participating.
- Fees must be paid in full as part of the approval process. The Applicant will receive an email of acceptance or denial within 7 days of submitting an application.
- All booth spaces measure 10'x10'. A vendor may reserve more than one space at all venues.
- Vendors must supply their 10'x10' pop-up tent, tables, chairs and display racks.
- Vendors selling certain food items must provide a Health Permit. All utensils, cups, plates and napkins used to serve food must be BPI Certified. The festival recycles aluminum and provides containers for composting. No single use plastics are allowed.
- All vendors must Register with the Idaho State Tax Commission. This event registration is done in the Application process.
- New vendors are required to submit 2-4 digital pictures of their art, craft or product. These images may be used by the Festival Team to promote and advertise the Festival. Former vendors may send updated images at any time. We ask images be sent in separate email to Brenda@trailingofthesheep.org for Trials or sheila@trailingofthesheep.org for Fair and Closing Party.
- New vendors are required to submit a 25-50-word bio on themselves and their work.
- Vendors are allowed to share spaces; but both parties must be in compliance with the qualifications.
- There is no electricity available to access at the Sheepdog Trials or Closing Party; and access to electricity is limited at the Folklife Fair.
- Special space requests are seriously considered but there are no guarantees.
- Vendors leaving earlier than closing, without prior permission, will not be allowed to participate for one or more years.

IMPORTANT DATES

- January - Applications for all venues are posted on the festival website at the beginning of January annually. Applications are only accepted during the current year.
- March - Historically, Folklife Fair and Closing Party spaces are all reserved by mid-March.

- **August 1st** – This is the last day to cancel and receive a refund for space fees. The application fee and any credit card processing fees are non-refundable, and a \$10.00 administrative fee will be deducted.

- **September 1st**- Deadline for all applications for all venues

NATIONAL QUALIFYING SHEEPDOG TRIALS

- This is a 2.5- day event that welcomes vendors who offer unique items and crafts attractive to dog lovers, sheep and fiber fans and outdoor enthusiasts. Hand-crafted and unique products which are created by vendors are sought.
- Distributors of quality pet products, products focused on pet lovers, outdoor wear and other products that complement dogs, sheep and an outdoor lifestyle are permitted.
- Items made with alpaca and other fibers are also accepted at the Sheepdog Trials.

Location: 2400 Buttercup Road, Hailey

- Check-in and set-up for vendors is open Thursday from 1:00 to 5:00 pm and Friday from 8:30 to 9:30 am.
- The Trials are open to the public from 9:00 am to 5:00 pm Friday and Saturday.
- The Trials' Finals are open to the public from 9:00 am to 2:00 pm Sunday.
- Vendors need to be packed up and off the site by dark on Sunday.

SHEEP FOLKLIFE FAIR

- This one-day fair is a juried event with a focus on sheep.
- **A Minimum of 75% of ALL items displayed or sold in a vendor's booth must be directly related to sheep including:** items made from wool or sheep by-products, items made in the shape of sheep or items that complement cooking with lamb. Also allowed are books, jewelry, artwork and other items that focus on sheep, wool crafts, the sheep industry, or sheep ranching life.
- A limited number of vendors who offer handcrafted alpaca and angora plus other fibers - as long as they are blended with sheep wool - are allowed.
- A few alpaca vendors are "grandfathered in" as they have been participating in the Folklife Fair for many years prior to redefining the event criteria. The festival is not accepting any new vendors who are only selling 100% alpaca products at the Folklife Fair.
- **Items need to be handcrafted by the vendor.** Importers or booths with factory-made products are not accepted unless the vendor family owns the sheep and operates the factory.
- **Food items are welcome in the arts and crafts area.** Tastings are also acceptable. Food items need to be made from sheep/sheep by-products, complement lamb or are related to sheep ranching and ranching life.
- Co-ops are allowed when the vendor is crafting and selling his/her own products and selling items which are handcrafted by known family and friends. This needs to be stated in the application. Further information may be required before acceptance.

Location: Roberta McKercher Park, between 3rd and 4th Streets, Hailey

- Check-in and set-up for vendors is open Friday from 1:00 to 6:00 pm and Saturday from 7:30 to 9:30 am.
- The Fair is open to the public from 10:00 am to 4:00 pm Saturday.

- **Unloading and loading:** There is only one access for vehicles and trailers to the park interior. (This is located on the Northeast corner in a flat area.) Do not block this area at any time. **Do not drive over berms.** Please move your vehicle(s) outside of the park by 9:30 am Saturday.
- Vendors need to tear-down and pack beginning at 4:00 pm and be off the site by 6:00 pm Saturday.

HAPPY TRAILS CLOSING PARTY

- This one-day event is a combination of Fair and Trials' vendors with handcrafted items.
- Vendors require Festival Team approval and must have also participated as a vendor at the Sheepdog Trials or the Folklife Fair for at least one year prior to vending at Town Square.
- Parking: Accepted vendors will receive a parking permit from the Festival Team upon check-in at Trials or the Fair. Please display this in your vehicle all day on Sunday.
- Vendors at Town Square are also responsible for collecting and paying an additional 2% city tax on all non-food merchandise. You will be emailed a Local Tax Remittance for Special Event Vendors close to festival. We will also post it on our website. If you have a permit already, you can email me that number.

Location: Ketchum Town Square, corner of 4th and East Avenue, Ketchum

- Check-in and set-up for vendors is open from 7:30 am to 10:00 am Sunday.
- The event is open to the public from 10:00 am to 3:00 pm Sunday.
- Vendors need to tear-down and pack up starting at 3:00 pm and be off the site by 5:00 pm Sunday.

FEES

- There is ONE Application Fee (no matter the number of venues) of \$35.00. This is a non-refundable fee.
- Sheepdog Trials' Fees: \$150.00 per 10'x10' booth space for all days.
- Folklife Fair Fees: \$150.00 per 10'x10' booth space
- Fair Vendors also vending at the Sheepdog Trials on Friday: \$75.00 per 10'x10' booth space
- Town Square Fees: \$150.00 per 10'x10' space
- There is a non-refundable credit card processing fee for online payments.
- Cancellations before the deadline will receive a refund check for space fees minus a \$10.00 administrative fee.
- There are no refunds for no-shows and no-shows will not be allowed to participate again for at least one year.
- **IMPORTANT:** If you have a last-minute situation and cannot attend, please text or call immediately to protect your standing. You may qualify for credit on your space fee(s).

SALES AT ALL FESTIVAL VENUES

- Vendors are responsible for their own sales at all venues.
- Be prepared with manual sales books should Wi-Fi become unavailable.
- Vendors are responsible for collecting and paying a 6% Idaho State Sales Tax on all transactions.
- Vendors need to have their Sales Permits on display.

- Trailing of the Sheep is required to register our event with the Tax Commission. We will take your information and register you with the Commission. Any Temporary Sales Permits will be issued to you with registration.

WEATHER

- All venues are outside.
- Historically, the weather is cold and damp in the morning hours, then often warms up and is bright and sunny (up to 80 degrees) in the afternoons. It can also snow or be windy.
- For the best sales potential, please consider the extremes, dress in layers and be prepared.
- Please collapse your pop-ups overnight and weigh them down day and night for unexpected winds. There is no designated overnight security.

LODGING

- The Festival has a limited number of spaces for self-contained RVs and Truck Campers in the field at Trials. There are portapotties; no other amenities. A fee of \$50 is required. Please email Brenda@trailingofthesheep.org to register.
- Visit the festival website for additional camping areas and lodging.
- Please make any commercial lodging reservations as soon as you are approved. The festival fills 85-90% of available lodging.

LIABILITY

- By signing an application, you release the Trailing of the Sheep Festival from any liability for your property or products.
- The Trailing of the Sheep Festival logo is part of the organization's brand and not available for vendor usage.
- All images appearing on the festival website or other published material are to be used exclusively by the festival.

NEW VENDORS

- If your application does not meet the qualifications to be at the Folklife Fair, or if you apply and the event is sold out, you are welcome to ask to be a vendor at the Sheepdog Trials.
- In your first year of submitting an application, you may wish to apply for just one of our vending opportunities. Many vendors will vend at more than one venue after a year of experience.
- Please consider bringing someone to help you with set up, sales, breaks and tear down.
- It is recommended that you pack beverages and food since time away from your booth is not guaranteed.
- Food vendors at the Folklife Fair offer lamb dishes, but lunch lines are long and there are not many other food choices within walking distance of the park.
- If you have not attended the festival before, it is recommended that you stay through Sunday and attend the Big Sheep Parade. There are many other events you might also enjoy. Please visit the festival website for the complete Schedule.

CONTACT INFORMATION

Please direct all further vendor questions to the following:

Folklife Fair and Happy Trails: Sheila Kelley, Program Director - sheila@trailingofthesheep.org

Sheepdog Trials: Brenda Lyon, Trials Coordinator- brenda@trailingofthesheep.org