

Dear Vendor,

Stuart's Opera House would like to invite you to be a vendor at our 4<sup>th</sup> Annual Nelsonville Art and Music Festival. Although our purpose to bring high quality entertainment to Nelsonville, Ohio and promote local artistry remains the same, some of the logistics have changed.

The Nelsonville Art and Music Festival will be absorbing the Hockhocking Festival. By combining the two festivals we will be able to increase attendance and continue to provide an excellent music festival. **The summer Nelsonville Art and Music Festival will be moved to the usual weekend of the Hockhocking May 16 - 18, 2008 at Robbins Crossing on the Hocking College Campus.** The name of the festival will be Nelsonville Art & Music Festival, presented by Stuart's Opera House, The Hockhocking Festival and Hocking College. We are excited about this new strong partnership.

The festival is three days long this year, with an anticipated attendance of 2,000+ people. Ideally we would like for you to be able to vend for all three days. However, in order to vend at our festival you must be able to commit to at least all day on Saturday, May 17<sup>th</sup> from 10:00am-until the very last artist in the late evening. The costs for the whole weekend festival are a \$50 non-refundable reservation fee **and** 5% commission of your sales for the weekend. The deadline for registration is **Monday, April 28<sup>th</sup>, 2008.**

Also, there are now two different options to vend. The first option is to choose to vend **inside the gates**. The benefits of this are: you get a wristband corresponding to the days you are vending, the opportunity to sell to all paid music festival attendees, opportunity to purchase food and beer inside the gates and be set-up longer to sell. The second option is to choose to vend **outside the gates**. The benefits of this are: you can sell to all paid festival goers who pass by your area, and those art goers who just want to browse part of the art area without paying admission to the entire festival. You may also pack up and leave beginning at 9pm if you choose to vend outside the gates. A wristband corresponding to the days you are vending will be provided to enter the festival and purchase food and beer (beer may not be consumed outside of festival gates). The ability to purchase food & beer will not be available for art patrons who do not pay admission to the festival.

The following pages have more detailed festival and registration information for NAMF 2008. Please do not hesitate to contact me if you have any questions.

Sincerely,

*Liz*

Liz Pahl  
Box Office Manager/ Festival Coordinator  
Stuart's Opera House  
P.O. Box 217  
Nelsonville, OH 45764  
(740) 753-1924

## NAMF 2008 Vendor Information

1. Your name will appear on a vendor's list at the main gate at Robbins Crossing. When you arrive the vendor check-in person will give you two wristbands; one for you and one for a helper. You may purchase any additional passes at our office (740-753-1924 or [www.stuartsoperahouse.org](http://www.stuartsoperahouse.org)).
2. Friday load-in at The Robbin's Crossing site will be from 12pm-4pm. You are free to drive a vehicle onto the site on Friday to make unloading your stock easier, but your vehicle must be off of the walking site by 4:00pm as the gates will open at 5:00pm. These times are the same for both vendors outside and inside the gates.
3. Saturday load-in will be from 8am-10am. Vehicles must be off the walking site by 10am, as the gates will open at that time. These times are the same for both vendors outside and inside the gates.
4. Standard electrical hookups will be available at no charge. Please let us know if you have a different need.
5. We will have a commission sales form that will need to be filled out and given to Liz Pahl each night as you close down, along with check (made payable to Stuart's Opera House) or cash for 5% of your sales that day. We will have these forms on site.
6. If you are vending **INSIDE THE GATES**: We ask that you keep your display up until the music is over each night, but you may begin breaking down your wares after the last set each night. Please keep in mind that you will not be able to bring a vehicle onto the festival area to pack up your things if you choose to leave while the music is still going. Once the music is over and most of the crowd has left, permission will be given to drive onto the site. Regardless, please stop by the main gate and check-out with the gateperson before you leave. Also make sure you have given your commission sheet to Liz Pahl for the evening, as well as payment.
7. If you are vending **OUTSIDE THE GATES**: We ask that you keep your display up until 9pm on Friday and Saturday, and 7pm on Sunday. Please keep in mind that you will not be able to bring a vehicle into the area to pack up your things. Please stop by the main gate and check-out with the gateperson before you leave. Also make sure you have given your commission sheet to Liz Pahl for the evening, as well as payment.
8. Please be sure to bring lighting for your vending area. You must provide your own extension cords! We will not have any extra extension cords, nor are we responsible for lighting your vending area.
9. As an art vendor your space will be 10 feet by 10 feet.
10. Acceptance to vend at the festival is at the sole discretion of Stuart's Opera House.

Last but not least, thank you for your willingness to participate in what we hope will become a big event in our area in the coming years. You will help make this festival memorable for the people who attend. I hope this has answered all of your questions, but please let me know if you have any others.

Liz Pahl  
740-753-1924  
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