



2023 EXHIBITOR GUIDELINES

April 23, 2023

THANK YOU FOR YOUR INTEREST IN AMERICA'S SLOWEST 5K!

New to the Slow-K this year, a maker's market featuring handmade artisans, crafters, and more! This free, all ages, outdoor market will feature the work of local artists, craftsmen, and vendors of all varieties.

The show will be juried for the benefit of both the makers and shoppers. It is our goal to offer a diverse mix of quality goods. Because many participants are from out of town, we encourage highlighting things that are Roanoke-made or Virginia-made.

Application/Approval Process

- Apply by March 1st to secure our Early Bird price. The fee increases after that, as does the competitiveness of available space.
- Exhibitor applications will be reviewed and approved or denied by the committee in a timely manner, generally within 14 days.
- No applications will be accepted after 4/14/23.
- Once approved, exhibitors have 14 business days to provide payment.
 - Once payment has been deposited, it is non-refundable.

Step One:

Submit your Vendor Application at <https://forms.gle/t5cW68FTJSzSGrVE9>

Our Slow-K committee will be reviewing applications bi-weekly and will strive to approve/deny them in a timely manner. Please note that we are looking for handmade vendors only. No consultants will be accepted.

Vendor Fee: \$30 before March 1 or \$40 after (includes a 10' x 10' space)

- **Add-ons**
 - Extra 10 x 10 space +\$15 (contact us if you need more than a 10' x 20' space.)

Step Two:

If you are accepted:

- A payment invoice will be sent and you will have 14 days to pay your vendor fee.
- A week before the event you will be provided a vendor layout
 - Load-in times, parking, and other pertinent information will be included

Exhibitor Requirements – As an exhibitor, you must:

- Maintain open booths during the following hours:
 - **Sunday, April 23 from 9am – 12pm**
- Maintain a representative on-site throughout the event. This will be our “Go-to” person in the event that we need to be in touch with you.
- Provide your own displays, tents, tables and chairs, as well as any necessary equipment for activities.
- When selling a product, pay **City of Roanoke sales tax**.