

## 2025 WARP Vendor Information

### Contact

Please direct questions to Vendor Coordinator Maren Beck: [maren@hilltribeart.com](mailto:maren@hilltribeart.com)

Phone number: 541-686-4285

Please note: as Maren is traveling internationally until April, please reach her by email until then.

### How to participate

We ask that all vendors register for the Annual Meeting, which takes place Wednesday night, June 4th through Sunday morning June 8<sup>th</sup> after breakfast. Other than the meeting registration fee, there is no additional up-front cost for having a table in WARP's Vendor Marketplace. We anticipate the usual 80-100 attendees at the meeting.

### Vendor Costs

WARP is coordinating the vendor space and for vendors for set-up and take down. As such, WARP asks for a donation of 10% of sales at the end of each conference, to be tracked by each vendor based upon their sales at each conference. Please be prepared to tally your numbers at the end of the last day of sales for WARP. You may pay the total of your 10% donation for the WARP meeting by cash or check.

As at the 2024 Annual Meeting in Colorado WARP will have a tax facilitator to collect the city/county/state taxes from each vendor (10% - we think!) for the sales made during the vending coordinated by the organization. Remember to charge the sales tax for each sale! Maren will be the tax facilitator again. You will need to give her your taxes before leaving the conference(s).

If possible, please bring at least two checks with you to pay the 10% WARP donation so that WARP avoids transaction fees, and so you can pay the exact tax amount. More will be communicated about the payment in the month before the Annual Meeting, as it may be necessary to have 4 checks including one each for the City of Tuscaloosa, the County, and the State of Alabama. Maren will provide forms and information for each of the taxing entities at the Annual Meeting.

### Locations

The WARP meeting dates are Wednesday, June 4<sup>th</sup> with check in and the greeting circle, through morning Sunday June 8<sup>th</sup>. The program will take place at the University of Alabama campus in Tuscaloosa. WARP will provide transportation from the dorms to the vendor building for vendor setup for those who do not have a vehicle. It is a short walk but not easy with merchandise luggage!

### Table Set-Up

We're anticipating each vendor will have a 6-foot table and a chair in the vendor hall. More specific details will be coming as we approach the Meeting date. Please plan to bring your own

table covering if desired and a sheet to cover your table if you need to step away when the vendor areas are open, any signage, etc. The room is lockable and will be locked when sales are not taking place. If you would like an additional table in the vendor space, please let Maren know. Extra tables, if available, will be allotted based upon order in which the request is received.

**Set-up and Tear-down Schedule (See detailed program schedule attached for additional details)**

- **Set up:** Marketplace set-up will take place on Wednesday June 4 from 4-6 PM during check-in, and on the morning of Thursday, June 5th, before the Annual Meeting begins. Transportation for vendors will be provided from the dorm to the vendor hall starting at 7 AM on Thursday. Breakfast will be served for attendees from 8-9 am, and the first presentation will begin at 9 am.
- **Tear-down:** The marketplace will officially close on Saturday, June 7th at 5:00 pm. After that, you are welcome to begin packing up. WARP will provide shuttle transportation for vendors back to the dorm that evening to put your merchandise away.
- **Hours:** Please see the full meeting schedule below for Marketplace hours. We have planned the schedule so that vendors can fully participate in attending all conference presentations and tours.

**WARP Vendor Presentations**

As part of our program, WARP is providing 1.5 hours of presentation to all of our meeting attendees as a part of our presentation schedule on Saturday the 7<sup>th</sup> for vendors to discuss the products they represent, the cultures behind them, textiles tours offered, or anything else related to the textiles. Presentations will be somewhere between 3-4 minutes each, to be determined based upon the final number of vendors. (Note: time will be strictly monitored and enforced.) We are including this opportunity this year as it worked well last year! Please email Maren to let her know if you would like to participate in this vendor presentation program.

**Door Prizes**

As per last year, we would like to ask vendors to provide a door prize, if possible, to encourage people to attend the vendor hall at the WARP conference. Door prizes will be collected on the first day of the conference, and the door prize drawing time will be held on Saturday.

**Disclaimer**

This year, WARP is including a disclaimer that needs to be signed by participating vendors. These will be sent to you in a separate email after you confirm your participation.

**Please See Vendor Schedule on the following page**

# WARP 2025 Annual Meeting Schedule

Time	Activity
<b>Wednesday, June 4</b>	
	Attendee Arrival Day - Shuttles provided
4:00 - 6:00 PM	Attendee Check-In / <b>Vendor Set-up - Time slot TBA.</b>
6:00 - 7:00 PM	Dinner for attendees
7:00 - 9:00 PM	Welcome Circle
<b>Thursday, June 5</b>	
7:30 - 8:30 AM	<b>Additional Vendor Set up time before breakfast</b>
8:00 - 9:00 AM	Breakfast - served near or adjacent to the meeting room
9:00 - 11:00 AM	Annual Business Meeting
11:00 - 1:00 PM	<b>Break / Vendor Marketplace open (Vendors will be open through lunch time with volunteers getting food, or vendors getting food first before other attendees - process TBA)</b>
12:00 - 1:00 PM	Lunch
1:00 - 2:00 PM	Keynote Speaker
2:00 - 2:30 PM	Break
2:30 PM - 4:00 PM	Scholarship recipient Presentations
4:00 PM - 5:00 PM	<b>Break / Vendor Marketplace open</b>
5:00 - 6:00 PM	Speaker
6:00 - 7:00 PM	Dinner
7:00 - 8:00 PM	<b>Vendor Marketplace Open</b>
<b>Friday, June 6</b>	
	Field Trip Day
8:00 - 9:00 AM	Breakfast
9:00 AM	Busses Depart for field trips
12 pm - 1 pm	Lunch for on-campus participants
5:00 PM	Busses Return from field trips
6:00 - 7:00 PM	Dinner on campus
7:00 - 9:00 PM	Romatkas' film

**Saturday, June 7**

8:00 - 9:00 AM	Breakfast
9:00 - 10:00 AM	Speaker
10:00 - 10:30	Break
10:30 - 12:00	Vendor Presentations
12:00 - 1:00 PM	Lunch / Vendor Marketplace open. Vendors go through lunch line first)
1:00 - 2:00 PM	Speaker
2:00 - 4:00	Break / Vendor Marketplace open with Doorprizes at 2 pm (From 4:00 on Vendors break down as they can. Let Maren know if you will need time on Sunday to finish breakdown)
4:00 - 4:30	Assistants Presentations
4:30 - 5:30 PM	Closing Presentation
5:30 - 6:00	Shuttle to CRDC
6:00 - 7:00	Dinner
7:00 - 9:00	Fashion Show & Live Auction
9:00 PM	Shuttle Back to Dorm

**Sunday, June 8**

	Attendee Departure Day - Shuttles provided
8:00 - 9:00 AM	Breakfast Served (Yogurt/Granola, coffee, etc available in one of the dorm lounges for members who have to leave before breakfast?)
	Additional Vendor Breakdown time (only in case of emergency - check with Maren)