



Envoy Program

Like going to Festivals and Fairs? Dont mind meeting & talking to strangers? The Stafford County Hartwood Days Festival is looking for folks to join their Festival Envoy Team! And yes, the Position IS to "go to events and have fun!"

The Envoy Team visits Festivals and Fairs in the area/state, and inform potential Exhibitors, Crafters, Vendors, and educators about our event in September. They gather e-mail/contact information for these potential participants so the Festival can invite their participation.

Because OFTEN there are SEVERAL Festivals, Fairs, Craft Shows, Car Shows, and Kids events ALL on the SAME DAY, the members of the team will each take one, and head out to different events to increase awareness of our event, and get potential new festivals.

SO HOW DOES THIS WORK?

Team members should be willing to help out at least 2 weekends out of the month, and walking is involved, but most festivals are wheelchair accessible. Events will be coordinated by the team lead to divide the events between Envoys in an effort to cover as much ground as possible. Of course, some events may just be out of the reasonable driving distance for some vendors and exhibitors, so decisions will need to be made about prioritization of events to attend.

Envoys visiting a fair or festival will collect contact information (preferably a business card, with e-mail as preferred method of contact) for interesting exhibitors, crafters, & vendors. Once information is collected, the Envoy return home and using the Envoy link, inputs the contact information into the database. The location to put in the data is <http://www.hartwooddays.org/envoy.php>

Travel to and from events is not provided, it is the responsibility of the Envoy, but Travel mileage to and from the event is tax deductible (and it adds up!). Any other expenses incurred while at the fair/festival (food, entertzinment, lodging, gas, etc,) are also up to the Envoy, not the festival.

Keep your eyes open for the new and unusual, while keeping a mind towards what will probably be appealing to the market in the Stafford/greater Fredericksburg area, and of course have fun.

Frequently Asked Questions

What should I bring with me?

- the same things you'd normally take to a fair or festival (weather appropriate dress, comfortable shoes, water), and either a clipboard or notepad and pen, and something to secure your collected business cards. The pad is in case they don't have a card.

So what happens when i've put the info into the database?

- The vendor coordinator will send all the vendors an e-mail invitation to participate in our festival, with a link to the vendor page. On that page they can see a layout of the upper and lower event fields, and they can choose their own booth(s) and pay right online! We've gotten lots of positive feedback on this system.

Do we share our data with other places?

- NO!

There must be 200 jewelry booths at this festival. Do I need to get a business card from each of them?

- with close to 200 booths of our own to fill, we won't say no, however we leave this to your discretion. Understand that the booth rentals provide the income for the festival to execute its marketing campaign, and pay for insurance and other site support items. At the same time we DO like to have interesting booths, but with close to 200 booths, you will get some overlap in certain areas.

Since overlap will happen, can we have 2 or 3 Mary Kay or Avon, or Scentsy vendors?

- Unfortunately, No. The festival has a policy that only one "Home owned"/Multi-level Marketing Franchise will be allowed at a time. So while we may have 3 custom jewelry booths, we can have only one "Cookie Lee" jewelry booth, and while we may have 5 Goat or Soy candle businesses, we can only have one "Scentsy" vendor. Some franchises, like Scentsy, actually have their own 'one vendor per show' rules within their corporation.

What about bands, there's a really good church band here?

- all of our music groups apply through Sonic Bids, and go through our music selection process. This doesn't mean we should not get their information, but inform them that they need to apply through sonicbids.com and if you get their info, we'll pass it to the music coordinator... who will tell them the same thing. :-)

What about food vendors? This food I just ate was great!!!

- Again, there is a special process for food booth approval (we can accommodate far fewer food vendors), but you can still get their info especially if you would like to eat it again but closer to home.