



Neurodiverse Culture Festival 2024

NDculturefest.com

Sunday, October 13

Hiram House Camp

ND MARKETPLACE OVERVIEW

Join us for a vibrant 'expo-hall-meets-craft-fair' experience in a supportive and accessible environment!

1:00pm-6:00pm • Community Hall



Neurodivergent individuals possess a wide range of skills, talents, and unique perspectives that are often overlooked or undervalued in mainstream employment settings. In an effort to create a space for the ND community to buy, sell, and trade their goods and services—without many of the constraints and inequalities found in traditional capitalist systems—we are launching an ND Marketplace at this year's festival! This document outlines the steps to participate.

— PARTICIPATION DETAILS —

Participation Fee: \$25

The cost to participate in the Neurodiverse Marketplace is \$25.00* and payment is due upon acceptance of your application.

- * **Worried about costs?** You can indicate on your application if you would like to be considered for financial assistance!

Vendor Requirements

To help ensure the promotion of neurodivergent initiatives, all ND Marketplace Vendors must meet at least one of the following criteria:

- * Individual vendor identifies as neurodivergent.
- * Organization is owned and/or operated by a neurodivergent individual.
- * Organization is an ND-affirming small business with less than 10 staff.

Why This Matters: Prioritizing ND-owned and ND-affirming small businesses can create opportunities for empowerment and economic participation that might otherwise be inaccessible to neurodivergent individuals.

If you don't meet the criteria but would like to promote your business or support the festival another way, you can become a sponsor or exhibitor! Visit [NDculturefest.com/sponsor](https://ndculturefest.com/sponsor)

— VENDOR OPTIONS —

Your Business, Your Way

Every business is different, and the ND Marketplace lets you choose how you want to participate. Whether you prefer a booth or a table spot, it's all happening in the same place, so there's no wrong way to join in!

During the application process, each vendor will select between one of two options:

Marketplace Booth (in person)

An exhibit space where vendors can actively sell, exchange, or display goods and services.

Includes:

- ~10' x 10' exhibit space
- One 8' table and two chairs
- Booth listing on Festival Map



Vendors are responsible for facilitating all financial transactions associated with the sale of their products and obtaining any necessary licensing or insurance.

Booth Set-Up & Tear-Down

Booths must be staffed and fully operational for the entirety of the festival; multiple attendants are permitted.

Set-Up Window:

- Sun. Oct. 13 from **10:30am–12:30pm**

Tear-Down Window:

- Sun. Oct. 13 from **6:00pm–7:00pm**
- No early dismantling is allowed!

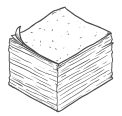
Take One Table (drop off)

A dedicated spot where a vendor's promotional materials are left for attendees to view or take.

Includes:

- 1' x 1' reserved space on a prominently displayed table
- Material mail-in / drop-off options

All materials must be supplied by the vendor before the start of the festival, in a style and quantity of their choice, and not to exceed the allotted footprint.



Material Delivery Options

Pre-festival deliveries are subject to availability; material set-up and disposal will be handled by NDCF.

Festival Drop-Off:

- Sun. Oct. 13 from **10:30am–12:30pm**

Early Delivery:

- Drop off in person OR mail/ship to arrive **before Thu. Oct. 10**

— APPLICATION PROCESS —

Application Steps

Vendor spots will be assigned on a first-come, first-served basis. The application deadline is **Monday, September 23, 2024**.

- * **Step 1:** Fill out the [ND Marketplace Vendor Application Form](#). **ONLINE ONLY!**
- * **Step 2:** Once submitted, festival organizers will review your application and email you with their decision.
- * **Step 3:** If accepted, you'll be prompted to submit a payment to confirm your participation.
- * **Step 4:** Once your payment is received, you will be assigned a booth or exhibit number and given further instructions.

Vendor Agreement

Before beginning an application, please review the [NDCF 2024 Sponsor & Vendor Agreement](#). You will be required to virtually sign it as part of your application.

Sample Form

The ND Marketplace Vendor Application Form is accessible online via Google Forms. An example copy is attached for reference, but no paper or email applications will be accepted.

We are committed to ensuring accessibility and inclusion. If you require assistance in completing any forms or have specific accommodation needs, please contact us at info@NDculturefest.com and we will be happy to assist you.

NDCF 2024 • ND Marketplace Application

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— FESTIVAL INFO —

 [Neurodiverse Culture Festival](#)

 Sunday October 13, 2024 • 1:00pm-6:00pm

 Hiram House Camp • Chagrin Falls, Ohio

The ND Marketplace will take place indoors (inside Community Hall) and will be open to attendees the full hours of the festival (1:00pm-6:00pm).

— APPLICATION PROCESS —

Before beginning an application, please review the [NDCF 2024 Sponsor & Vendor Agreement](#). You will be required to virtually sign it as part of this form.

▶ Step 1: Fill out this application by **Monday September 23, 2024**

You will have the opportunity to choose between a Marketplace Booth or a Take One Table spot.

▶ Step 2: Festival organizers will review your application and email their decision.

▶ Step 3: If accepted, you will be prompted to submit a payment to confirm your participation.

*The cost to participate in the ND Marketplace is **\$25** and financial aid is available.*

Once your payment is received, you will be assigned a booth or exhibit number and given further instructions. Please note that vendor spots will be assigned on a first-come, first-served basis.

* Indicates required question

1. ND Marketplace Criteria *

To help ensure the promotion of neurodivergent initiatives, all ND Marketplace Vendors must meet at least one of the following criteria. *Exceptions may be made based on individual circumstances.*

Please select all that apply.

Check all that apply.

- My organization is owned and/or operated by a neurodivergent individual.
- My organization is a neurodiversity-affirming small business with less than 10 staff.
- I am applying as an ND individual.

2. Contact Name *

Enter your full name (or the name of your point of contact for ND Marketplace coordination).

3. Contact Email *

Important: all ND Marketplace communications will be sent to this email address. Be sure you have entered your information correctly!

4. Vendor Name *

Enter your name (or the name of your organization) exactly as you would like it to appear on NDCF materials.

5. Vendor Website

Enter ONE website URL or social media link to be associated with your ND Marketplace listing.
(Optional)

6. Vendor Description *

Provide a brief summary of your work, including an overview of the products and/or services you intend to promote, sell, or display at the ND Marketplace.

7. Vendor Style *


Please indicate your desired participation format.

Marketplace Booth (in person)

An exhibit space where vendors can actively sell, exchange, or display goods and services.

Includes:

- -10' x 10' exhibit space
- One 8' table and two chairs
- Booth listing on Festival Map

 Vendors are responsible for facilitating all financial transactions associated with the sale of their products and obtaining any necessary licensing or insurance.

Booth Set-Up & Tear-Down

Booths must be staffed and fully operational for the entirety of the festival; multiple attendants are permitted.

Set-Up Window:

- Sun. Oct. 13 from **10:30am–12:30pm**

Tear-Down Window:


- Sun. Oct. 13 from **6:00pm–7:00pm**
- No early dismantling is allowed!

Take One Table (drop off)

A dedicated spot where a vendor's promotional materials are left for attendees to view or take.

Includes:

- 1' x 1' reserved space on a prominently displayed table
- Material mail-in / drop-off options

All materials must be supplied by the vendor before the start of the festival, in a style and quantity of their choice, and not to exceed the allotted footprint. 

Material Delivery Options

Pre-festival deliveries are subject to availability; material set-up and disposal will be handled by NDCF.

Festival Drop-Off:

- Sun. Oct. 13 from **10:30am–12:30pm**

Early Delivery:

- Drop off in person OR mail/ship to arrive **before Thu. Oct. 10**

Mark only one oval.

Marketplace Booth (in person) *Skip to question 8*

Take One Table (drop off) *Skip to question 10*

Marketplace Booth

Thank you for selecting a **Marketplace Booth**. You will be assigned a booth number upon acceptance of your application and receipt of payment.

8. **What forms of payment do you accept? ***

Select all that apply. This information will be made available to ND Marketplace attendees.

Check all that apply.

- Cash
- Credit Card
- Mobile Pay (e.g. PayPal, Venmo, Zelle, Apple Pay, etc.)
- Willing to Barter / Trade / Exchange
- Other: _____

9. **Marketplace Booth: Acknowledgements ***

Check each box below to confirm you have read, understood, and agree to abide by the requirements outlined in each statement.

Check all that apply.

- I understand that I am responsible for facilitating all financial transactions associated with the sale of my products.
- I acknowledge that I am aware of and have obtained any necessary licensing or insurance related to the sale of my products.
- I understand that I am responsible for setting up and breaking down my booth within the required timeframes and that I must supply my own booth materials.
- I acknowledge that this application is subject to approval, and that I will be required to submit payment upon acceptance. Furthermore, I understand that all payments are NON-REFUNDABLE after September 13, 2024.

Skip to question 12

Take One Table

Thank you for selecting a **Take One Table spot**. You will be assigned an exhibit number upon acceptance of your application and receipt of payment.

10. **Material Delivery ***

Please indicate how you intend to supply your materials for the ND Marketplace (subject to approval and availability).

Mark only one oval.

- I will drop them off in-person at the festival on Sun. Oct. 13, 2024 (before 12:30pm).
- I will deliver them in-person to a designated NDCF representative before Thu. Oct. 10, 2024.
- I will mail or ship them to a designated NDCF representative to arrive before Thu. Oct. 10, 2024.

11. **Take One Table: Acknowledgements ***

Check each box below to confirm you have read, understood, and agree to abide by the requirements outlined in each statement.

Check all that apply.

- I understand that I am responsible for supplying my own Take One Table materials in a style/quantity to fit the allotted space.
- I acknowledge that I must provide said materials before the start of the festival and that materials may be set up on my behalf.
- I understand that NDCF is not responsible for any lost/damaged materials and any excess materials will be disposed of.
- I acknowledge that this application is subject to approval, and that I will be required to submit payment upon acceptance. Furthermore, I understand that all payments are NON-REFUNDABLE after September 13, 2024.

Skip to question 12

Agree and Submit

12. **Signature ***

I have read and agreed to the terms and conditions outlined in the [NDCF 2024 Sponsor & Vendor Agreement](#), and have saved a copy for my records. *(Your typed name will serve as your signature.)*

13. **Financial Aid** *

Mark only one oval.

- I would like to be considered for financial aid to cover the cost of my ND Marketplace participation.
- I am able to cover my own costs. (\$25)
- I am able to cover my own costs, and would like to contribute an additional \$25 to the NDCF Financial Aid Fund. (\$50 total)
- Other: _____

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