



25th BROCKPORT ARTS FESTIVAL ARTS & CRAFTS APPLICATION

August 10-11, 2019 – 10am ‘til 5pm
MAIL TO: BAF Arts & Crafts Application
P.O. Box 197, Brockport, NY 14420

Information:

email: brockportartsfest@gmail.com

Website: brockportartsfestival.com

PERSONAL/BUSINESS INFORMATION: *(Please print clearly!)*

LAST NAME: _____

FIRST NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

_____ ZIP _____

E-MAIL: _____

PHONE NUMBER: (_____) _____

WEB SITE: _____

FACEBOOK PAGE _____

STATE SALES TAX # _____

2018 Exhibitor Demonstrating *(See Instructions Info. P.2)*

WERE YOU HAPPY WITH YOUR SPACE IN 2018? PLEASE LET US KNOW.

SPECIAL REQUESTS:

List and explain:

Electricity (\$35) needed for:

CHECK the category best represents your work: Clothing Ceramics/Pottery/Stone Drawing/Graphics
 Fiber/Leather Jewelry Glass Painting Metal Mixed Media Photography Wood
 Specialty Foods Other _____

Provide a brief description of the items that you sell. Include materials and process utilized.

Please give a price range for your product(s): _____

NAME: _____ *ARTS and CRAFTS VENDOR APPLICATION p. 2*

DEADLINES: Early Bird – Applications postmarked by March 15, 2019; Final Application deadline - May 31, 2019. Applications will be considered as they are received. Please complete application and return with:

_____ Application Form --- Please complete both pages. Incomplete applications will be returned for completion.

_____ Photos: Please include **Four** 4 x 6 photos: two of different examples of your work, one showing you in your workspace, and one of your booth. Remember, all vendors will be juried, so these photos must be submitted in order for your application to be considered.

_____ Check made out to BISCO for required amount (see below).

Booth Space Reservations: Check appropriate space and fill in total amount due. (Reservation fees already include a \$25 non-refundable application fee).

_____ Early Bird discount: single booth space (for 10' x 10' tent) fee --- \$175

_____ Early Bird discount: double booth --- \$325

_____ Regular single booth fee --- \$200

_____ Regular double booth fee --- \$375

_____ Electricity (limited availability) --- \$35

TOTAL AMOUNT DUE: _____

Checks will be deposited within a reasonable time according to good banking practices. Check deposit does not indicate acceptance. Partial refunds will be issued for those applications that have been denied. There will be a \$50 fee for checks returned by the bank for insufficient funds.

PLEASE READ THE ATTACHED INFORMATION PAGES

Liability Agreement: As an exhibitor, I (the undersigned) agree to the conditions and requirements of the Brockport Arts Festival. I agree to indemnify BISCO, the owner and producer of the Brockport Arts Festival, and hold it harmless from any liability for injury and/or damage caused to any person or entity resulting from the acts or omissions of myself or my business, its officers, agents, employees or guests in connection with the undersigned's participation in the 2019 Brockport Arts Festival, including but not limited to costs and attorney fees. I further agree that Brockport Arts Festival may copy, distribute and use any reproductions of my images in media for publicity. I agree that the Brockport Arts Festival will not be held responsible for any theft or loss of property.

SIGNATURE: _____ **DATE:** _____

FOR FESTIVAL USE ONLY: APPLICATION RECEIVED: _____ Pre---accepted: Yes

DATE ACCEPTED: _____ DATE DENIED: _____

FEE: For a single space - \$200 or \$175 (Early Bird discount) Electricity Fee \$35

For a double space - \$375 or \$325 (Early Bird discount)

BROCKPORT ARTS & CRAFTS APPLICATION & FESTIVAL INFORMATION

Please keep this page.

APPLICATION DEADLINE: Early Bird Discount March 15, 2019; Final Deadline May 31, 2019

Application Process:

- All vendor applications must be complete or will be returned for completion.
- Clearly print your email and home addresses. Most communication will be by email if possible.
- All work must be the product of the individual(s) applying for entrance. Commercial products are not accepted and buy/sell merchandise is limited to no more than approximately 15% of total inventory. Vendors not adhering to this rule will be asked to remove the commercial elements and risk being asked to leave the festival.
- The Jury Committee reserves the right to accept or deny applicants on the basis of the two photos of work presented, plus any knowledge they may have of the artwork (ex. from previous festivals or websites). Deposit of your check does not imply acceptance. The jurying committee also reserves the right to place vendors in a more appropriate category for judging purposes.

Application Deadlines and Special Discount for early applications:

- The final deadline for applications is May 31, 2019. Applicants wanting to take advantage of the Early Bird Discount of \$25 must submit application postmarked by March 15, 2019.
- Vendors are encouraged to submit their applications early in order to have the best chance for acceptance and to obtain any special requests. Some categories will fill up quickly. Special requests noted on pg. 1 of application will be considered as applications are received. Contact Festival Chair for special parking needs.
- This is a competitive, juried show. All vendors including those who participated in the 2018 Festival must be juried for the 2019 Festival.

Space Assignments:

- Vendors must display their BAF Booth Plates at the front of their booths at all times during the Festival hours.
- There will be approximately 140 arts/craft vendor spaces available and booth locations are assigned at the discretion of the Festival Committee. The Festival Committee considers several factors: past year location, ADA, vendor category, and special requests, although no guarantees can be made. Deadlines apply.
- Booth numbers and locations will be emailed or mailed soon after the application deadline, but no later than June 15. Vendors who wish to be considered for relocation need to contact the vendor coordinator by email at brockportartsfest@gmail.com or by mail at PO Box 197, Brockport, NY 14420 immediately. **No location changes will be considered after June 30. No changes will be made at the festival.**

Set Up/Tear Down Times

- **Set up** for booth numbers 80-300 is on Fri. August 9, 7-9PM, or on Sat., August 10, 6-9 AM. Set up for booth numbers 1-78 is on Sat. August 10, 6 – 9 AM **ONLY**. Friday night set-up is not available for booth numbers 1-78. Set-up staff will be available to assist vendors to find their spots, and to distribute booth plates.
- **Personal Vehicles are not permitted on Main Street between 9 AM on Saturday and 5 PM on Sunday.**
- **Teardown is Sun. Aug. 11th between 5 – 6:30 PM ONLY.**

Vendor Parking: **(Highlighted in Yellow on the map)**

- Parking spaces exist on most cross streets (one side only). Parking passes will be emailed or with your packet.
- Overnight parking (no services) will be permitted only in the lot behind the Sweden Town Hall on State Street.

(Continued on Information P. 2)

In-Booth Demonstrations:

- Vendors who are interested in demonstrating their work should indicate intent on the application. If accepted, you will be contacted about special needs/requests. Demonstrations, where possible, provide extra PR for you because of the interest generated by seeing an artist at work.
- Those accepted for demonstrating will receive additional publicity in the festival insert and when possible in marketing materials.
- Special demonstrations, where possible, are best done periodically throughout the festival hours.

Vendor Contest:

- Prizes: Best In Show, \$100 cash award, this will be paid by check after the festival. Category First Place winners will receive half-price entry into the 2020 Brockport Arts Festival. Second Place winners will receive a \$25 discount on entry into the 2020 show.
- Judges may choose not to award ribbons in all categories. Judges make their selections based on originality/creativity, workmanship, and difficulty and mastery of technique appropriate to the individual categories. 'Best in Show' voted on by all judges, from the category winners.

Made in America Program

- Suggested by vendors, this program uses voluntary contributions of an original work by arts and craft vendors to benefit the local Seymour Library's fundraiser, *After Hours*, in November.
- Vendors may drop off their donation at the Information booth during the festival. Library staff or BISCO board members will circulate after noon on Sunday to collect items as well. A Thank-You letter for the donation, which may be used for IRS purposes, will be available. All donations are greatly appreciated and we are seeking 100% participation.

Other Information (for Arts & Crafts vendors only):

- Electricity is limited, however if absolutely needed note specific requirements on application. A \$35 fee will apply and application must be received early to allow for proper location. *Generators are not permitted.*
- All vendors are responsible for collecting state and local sales tax (currently 8% in Monroe County). You must be registered with NYS and display a certificate of authority on your booth. Tax information may be found at: <http://www.tax.ny.gov/bus/st/stidx.htm> . Registration access is on the left side of the page.
- Participant is responsible for supplying tent, tables, etc. There will be festival helpers to aid with some unloading, etc. and booth sitters during festival hours. Tents must be weighted down, not staked, because of the pavement surface. Tents with sides provide protection and are recommended in case of inclement weather.
- Remove all trash daily. Receptacles will be located throughout the festival site. If assistance is needed contact the Hospitality Tent or someone in a green staff T-shirt.
- This is a two-day event. Vendors are expected to stay for entire show. Those who leave early and without discussion with festival chair will not be invited back.
- Twenty-four-hour Security will be provided by the Brockport Police Department.
- Vendors not accepted will receive a refund less the \$25 non-refundable application fee. Vendors who withdraw from the festival before May 31, 2019 will receive a refund less the non-refundable application fee. Those who withdraw during June will receive 50% of what they paid less the non-refundable application fee. **There will be no refunds after June 30, 2019.**

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