



# 25<sup>th</sup> BROCKPORT ARTS FESTIVAL

## COMMERCIAL APPLICATION

August 10-11, 2019 10 AM 'til 5 PM

MAIL TO: BAF Sponsor Application

P.O. Box 197, Brockport, NY 14420

Email: [brockportartsfest@gmail.com](mailto:brockportartsfest@gmail.com)

Website: [BrockportArtsFestival.com](http://BrockportArtsFestival.com)

### PERSONAL/BUSINESS INFORMATION:

NAME: (LAST) \_\_\_\_\_

(FIRST) \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_

WEBSITE: \_\_\_\_\_

FACEBOOK PAGE: \_\_\_\_\_

STATE SALES TAX NUMBER: \_\_\_\_\_

### FESTIVAL INFORMATION:

Special Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Need Electricity? \_\_\_\_\_  
Electricity is available only in limited areas. Cost is \$35 for categories one and two.

- Category 3 -- COPPER \$750:** Same as Category 2 but with a double space. Listed in Suburban News, festival insert, website, Facebook, name listed on banner at festival entrance, category sponsorship of specific festival event/ activity and includes free electricity.
- Category 2 -- BRONZE \$500:** Vendors primarily exhibiting a product or service, taking orders and/or gathering contacts. Single space, limited availability. Listed in Suburban News, festival insert, website, Facebook, and name listed on banner at festival entrance, category sponsorship of specific festival event/activity.
- Category 1 - \$300:** Vendors selling primarily buy/sell merchandise non-duplicative of Arts and Crafts vendor items. Single space, limited availability. Listed in Suburban News, festival insert, website & Facebook. *Continued p2*

**NAME:** \_\_\_\_\_ *SPONSOR APPLICATION pg. 2*

**See p 3 for important information**

I have read this application, the rules and regulations and the liability waiver below and agree to all terms and conditions described.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICATION CHECKLIST:** All items must be included for consideration.

- Application Form completed
- If you need a space, two photos (4 x 6); one close – up, one overall booth display. Photos will not be returned.
- Category 1 --- Sponsoring Vendor, single space reservation --- \$300
- Category 2 --- Bronze \$500
- Category 3 --- Copper \$750
- Category 4 --- Silver \$1000
- Category 5 --- Gold \$1500
- Category 6 – Platinum \$2000
- \$35 Electricity (categories one and two)

\$\_\_\_\_\_ **Total Amount Enclosed --- Checks payable to BISCO**

Send packet to: BAF Coordinating Committee, PO BOX 197, Brockport, NY 14420

**FOR FESTIVAL USE ONLY:** DATE APPLICATION RECEIVED: \_\_\_\_\_ BOOTH # \_\_\_\_\_

ACCEPTED date: \_\_\_\_\_  DENIED date: \_\_\_\_\_  Electricity \$35

**FEE:**  Category 1: \$300  Category 2: \$500  Category 3: \$750  Category 4: \$1000

Category 5: \$1500  Category 6 \$2000  Festival Sponsor \$\_\_\_\_\_ negotiated

## SPONSOR APPLICATION INFORMATION

*Read and retain for reference.*

### Application Process:

- All applications must be complete and include clearly printed e-mail address.
- **Deadline is May 31, 2019.** BISCO encourages vendors to submit applications early to have the best chance for acceptance and to obtain any special requests. This applies especially to Category 1 Commercial Vendors.
- Vendors will receive all necessary information via mail or email prior to the festival.

### Space Assignments:

- Spaces are located on pavement on Main Street, Brockport from the Canal Bridge south to the Rail Road bridge.
- Booth numbers and locations will be emailed or mailed no later than June 10. Vendors who wish to be relocated need to contact the vendor coordinator at [brockportartsfest@gmail.com](mailto:brockportartsfest@gmail.com) on or before June 20. **No location changes will be considered after June 20. No changes will be made at the festival.**

### Set-Up/Teardown Times:

- **Set up** Fri. August 9, 7-9PM (south of Erie Street only) and Sat. August 10, 6 – 9AM (all locations); Set-up staff will be available to assist vendors to find their spots, and distribute booth plates.
- **Teardown** Sun. Aug. 11 **between 5 - 6:30PM ONLY. No vehicles will be allowed on the street until after 5 PM.**

### Vendor Parking:

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

### Other Information:

- Vendors are responsible for collecting any necessary state and local sales tax (currently 8% in Monroe County) and must be registered with NYS and display a certificate of authority. For information on registering to collect sales tax, visit <http://www.tax.ny.gov/bus/st/stidx.htm>.
- Participants are responsible for providing tent, tables, etc. Tents must be well weighted down, not staked, because of the pavement surface. Tents with sides provide security and are recommended in case of inclement weather.
- Please remove trash daily. Receptacles are located throughout the festival.
- Security will be handled by the Brockport Police Department.
- **No refunds will be provided after June 30.**

**Liability Agreement** - As an exhibitor, I agree to the conditions and requirements of the Brockport Arts Festival. The undersigned agrees 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 the undersigned, its officers, agents, employees or guests in connection with the undersigned's participation in the 2018 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.

### FESTIVAL INFORMATION:

EMAIL: [brockportartsfest@gmail.com](mailto:brockportartsfest@gmail.com)

WEBSITE: [brockportartsfestival.com](http://brockportartsfestival.com)