



24TH BROCKPORT ARTS FESTIVAL

FOOD VENDOR APPLICATION

August 11-12, 2018 – 10am ‘til 5pm

MAIL TO: BAF Food Application

BISCO, P.O. Box 197, Brockport, NY 14420

Email: brockportartsfest@gmail.com

Website: brockportartsfestival.com

PERSONAL/BUSINESS INFORMATION:

LAST NAME: _____

FIRST NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

_____ ZIP _____

EMAIL: _____

PHONE NUMBER: (____) _____

WEB SITE: _____

FACEBOOK PAGE: _____

STATE TAX ID#: _____

INFO & REQUESTS:

August 11-12, 2018
Saturday and Sunday
10AM until 5PM

LOCATION:

Main Street
Brockport, NY

SPECIAL REQUESTS:

- Electricity \$75
- Water (free)
- Other _____

Provide a brief description of the items that you sell. _____

Liability Waiver – 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. Nothing contained in this agreement or any prior or any subsequent negotiations shall entitle the exhibitor to any specific space and Brockport Arts Festival retains the right to position the exhibit space with regard to the overall exhibit plan, and to make any necessary changes therein. 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.

Incomplete applications and/or missing pieces listed below may result in the return of your application.
DEADLINE: May 31, 2018 however space is competitive so apply early. Complete application and return with:

- _____ Application Form --- complete both pages
- _____ Please include a copy of your menu and a photo of your booth
- _____ Stamped, self-addressed **business** envelope
- _____ Check made out to BISCO for required amount (see below)
- _____ Insurance Certificate naming BISCO as additional insured, or submit at check-in.

Booth Space Reservations: Check appropriate space and fill in total amount due.

- _____ Regular space fee (12' x 16') --- \$475
- _____ Large space fee (12' x 30') for doubles and food trucks no greater than 22' --- \$725
- _____ Electricity (limited availability, generators not permitted) --- \$75
- _____ Water (no charge)
- _____ Cleaning fee \$100 (separate check please). This money will be returned at the end of the festival if the site is cleaned satisfactorily.

TOTAL AMOUNT DUE: _____

Checks will be deposited within a reasonable time according to good banking practices. Check deposit does not connote acceptance. Checks will be returned/refund 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 information on page 3

I have read this application, the rules and regulations, and the liability waiver and agree to all terms and conditions described; and all regulations set forth by the Monroe County, NY Health Department.

SIGNATURE: _____ **DATE:** _____

FOR FESTIVAL USE ONLY: APPLICATION RECEIVED: _____ Booth #: _____

Pre-accepted: Yes DATE ACCEPTED: _____ DATE DENIED: _____

FEE: Expanded Space \$725 \$475 Regular Space \$100 cleaning fee deposit check Water – (no charge)
 Electricity Fee \$75

FOOD APPLICATION & FESTIVAL INFORMATION

APPLICATION DEADLINE MAY 31, 2018

Please keep this page.

Application Process:

- All vendor applications must be complete or risk denial.
- It is recommended that vendors call or email festival chair before applying to ascertain if their items are needed.

Application Deadline:

- The deadline for applications is May 31, 2018. Vendors should submit applications early in order to have the best chance for acceptance and to obtain any special requests.

Space Assignments:

- All spaces are on pavement from the canal bridge south to the Rail Road bridge. For “expanded plus” space (30’), the booth/truck size limit is 22’; for regular spaces it is about 16’ allowing for more space on either side. There will be two food areas, south of the Morgan-Manning House, near College Street, and north of Market St, near the Canal. Some small/specialty vendors may be located at strategic locations.
- Acceptances will be emailed or mailed soon after applications are received. Booth numbers will be assigned no later than June 10. Vendors who wish to be relocated need to contact Festival Chair at 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 10, 7-9PM (south of Erie Street only) and Sat. August 11, 6 – 9AM (all locations); **teardown** Sun. Aug. 12 **between 5 - 6:30PM. Vendors needing more time should not apply.**

Vendor Check-in

- No prior vendor check-in. Festival staff will visit you after you have arrived on Main Street. Booth plates will be delivered at that time. **Please have proof of insurance and Cleaning Fee if not submitted with your application.**

Vendor Parking:

- Parking spaces exist on most cross streets (one side only) and in larger parking lots. Parking tags will be issued prior to the festival.
- Overnight parking (no services) will be permitted only in the lot behind the Sweden Town Hall on State Street.

Other Information:

- Electricity charge is \$75. No generators are permitted.
- All vendors are responsible for collecting state and local sales tax (8% in Monroe County) and must be registered with NYS and display certificate of authority. **For tax info visit <http://www.tax.ny.gov/bus/st/stidx.htm>.**
- Vendors must display a sign listing prices of all items sold at their booth.
- Vendors using tents are responsible for providing tent, tables, etc. 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.
- Please remove all trash daily and leave the area clean. Trash receptacles will be located throughout the festival. **Do not put grease in trash receptacles.**
- Security will be handled by the Brockport Police Department.
- Vendors who withdraw from the festival before May 31 will receive a refund equal to their full registration fee less a \$25 non-refundable application fee. Those who withdraw during June will receive 50% of their full registration fee less the \$25. **There will be no refunds after June 30.**

Contact Information:

Email: brockportartsfest@gmail.com

Website: brockportartsfestival.com