



23rd BROCKPORT ARTS FESTIVAL

NOT-FOR-PROFIT APPLICATION

August 12-13, 2017

MAIL TO: BAF Not for Profit Application

P.O. Box 197, Brockport, NY 14420

Email: brockportartsfest@gmail.com

Website: brockportartsfestival.com

Phone: [585-331-1971](tel:585-331-1971)

PERSONAL/BUSINESS INFORMATION:

NAME: (LAST) _____

(FIRST) _____

ORGANIZATION: _____

MAILING ADDRESS: _____

_____ ZIP _____

E-MAIL: _____

PHONE NUMBER: (_____) _____

WEB SITE: _____

FACEBOOK PAGE _____

Single Space \$50 Single Space with product \$90

State Tax Exempt # _____

SPECIAL REQUESTS:

Electricity: \$35

BRIEFLY describe the nature of your exhibit/organization:

FOR FESTIVAL USE ONLY: Application received: _____ Electricity \$35: _____

Booth Fee: _____ Date Accepted: _____ Date Denied: _____

Name: _____ Organization: _____

WORKSHEET: DEADLINE: May 31, 2017 - Complete application and return with the following:

- _____ Application Form - complete both pages
- _____ If you did not participate in the 2016 festival, please include one 4 x 6 photo of booth display
- _____ Check made out to BISCO for required amount (see below)

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

- _____ Single booth \$50 or
- _____ \$90 for those selling an approved product(s)
- _____ Electricity (limited) \$35 – please describe electric needs in detail on page 1 of application.
- _____ **TOTAL AMOUNT DUE**

Checks will be deposited within a reasonable time according to good banking practices. Check deposit does not indicate acceptance. Checks will be returned or a full 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 THE INFORMATION ON PAGE 3

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 2017 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.

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| <p>I have read this application, the rules and information and the liability waiver and agree to all terms and conditions described.</p> <p>SIGNATURE: _____ DATE: _____</p> |
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NOT-FOR-PROFIT APPLICATION & FESTIVAL INFORMATION

Please Save this Page

Deadline: MAY 31, 2017

Space Assignments

- Not-for-Profit booths are limited and are assigned at the discretion of the site committee.
- Booths are located on Main Street by the curbs between the Canal Bridge and the Rail Road bridge. All spaces are 10'X10', and exhibitors and their belongings must stay within these boundaries. Expect primarily blocks of 2 booths for most vendors with a space between blocks.
- Exhibitors must display their BAF Booth Plates at the front of their booths at all times during the Festival hours.
- Booth locations are assigned at the discretion of the Festival Committee. The Festival Committee considers several factors: past year location, ADA, vendor category, and of course special requests, although no guarantees can be made.
- Booth numbers and locations will be emailed or mailed soon after applications are received, but no later than June 10. Vendors who wish to be relocated need to email or call us before June 20. **No location changes will be considered after June 20. No changes will be made at the festival.**

Set Up/Tear Down Times

- **Set up** Fri. August 11, 7-9PM (south of Erie Street only) and Sat. August 12, 6 – 9AM (all locations); **teardown** Sun. Aug. 13 **between 5 - 6:30PM.**
- Vendors will receive all necessary information, except for their Booth Plates, via mail or email prior to the festival. Set-up staff will be available to assist vendors to find their spots, and distribute booth plates.

Vendor Parking:

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

Other Information

- Electricity is limited, however if absolutely needed note requirements on application. A \$35 fee will apply and application must be received early to allow for proper location. Generators are not permitted.
- 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.
- There are no provisions for one day vending and vendors are expected to stay for entire show. Those who leave early and without discussion with festival chair will not be invited back.
- 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.

Security

- Brockport Police Department is responsible for all security.

Contact Info: E-MAIL: brockportartsfest@gmail.com WEBSITE: brockportartsfestival.com PHONE: [585-331-1971](tel:585-331-1971)