



23rd BROCKPORT ARTS FESTIVAL

SPONSOR APPLICATION

August 12-13, 2017

MAIL TO: BAF Sponsor Application

P.O. Box 197, Brockport, NY 14420

Email: brockportartsfest@gmail.com Website: BrockportArtsFestival.com Phone #: [585-331-1971](tel:585-331-1971)

<p>PERSONAL/BUSINESS INFORMATION:</p> <p>NAME: (LAST) _____</p> <p style="padding-left: 40px;">(FIRST) _____</p> <p>BUSINESS NAME: _____</p> <p>MAILING ADDRESS: _____</p> <p>_____ ZIP _____</p> <p>EMAIL: _____</p> <p>PHONE NUMBER: (_____) _____</p> <p>WEBSITE: _____</p> <p>FACEBOOK PAGE: _____</p> <p>STATE SALES TAX NUMBER: _____</p>	<p>FESTIVAL INFORMATION:</p> <p>Special Requests:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Need Electricity? _____</p> <p>Electricity is available only in limited areas. Cost is \$35 for categories one and two.</p>
--	--

- FESTIVAL SPONSOR** --- \$5000 or above. Please contact festival chair.
- Category 6 --- PLATINUM \$2000:** double booth space if desired and logo on website, Facebook, festival insert, as well as exclusive sponsorship of a major festival event/activity with accompanying banner where possible. Logo placement in media and on banner at festival site.
- Category 5 --- GOLD \$1500:** Single booth space if desired, logo on website, Facebook, festival insert, as well as exclusive sponsorship of a major festival event/activity with accompanying banner where possible. Logo placement in media and on banner at festival site.
- Category 4 --- SILVER \$1000:** Traditional festival sponsors, support by monetary or in-kind donations. Single booth space and electricity if desired, logo on website, Facebook, festival insert, as well as exclusive sponsorship of a festival event/activity with accompanying banner where possible.
- 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*

- Duck Derby Ticket Sponsor*** --- \$2000 only commercial sponsor listed on minimum of 5000 duck derby tickets
** Special Duck Derby advertising includes brochure, flyers, special ads, website and Facebook presence, etc. in addition to qualifying as per above for related category benefits.*

- “Select Your Own” event/activity to sponsor** – Your name will listed as sponsor in all media in addition to related category sponsorship benefits listed above. Email festival chair for details.

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
- Two photos (4 x 6); one close – up, one overall booth display. Photos will not be returned.
- Stamped, self-addressed business size envelope (for notification of acceptance/denial & further information)
- 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, 2017.** 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, except for their Booth Plates, 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 soon after applications are received, but no later than June 10. Vendors who wish to be relocated need to contact the vendor coordinator at brockportartsfest@gmail.com, or call 585-331-1971, 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 11, 7-9PM (south of Erie Street only) and Sat. August 12, 6 – 9AM (all locations); **teardown** Sun. Aug. 13 **between 5 - 6:30PM.**
- Set-up staff will be available to assist vendors to find their spots, and distribute booth plates.

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 2016 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

WEBSITE: brockportartsfestival.com

PHONE #: [585-331-1971](tel:585-331-1971)