



ARTS & CRAFTS VENDOR APPLICATION

26th BROCKPORT ARTS FESTIVAL
August 8-9, 2020 – 10am 'til 5pm

MAIL TO:

BAF Arts & Crafts Application
PO Box 197
Brockport, NY 14420

email: brockportartsfest@gmail.com

website: brockportartsfestival.com

This application offered to the Vendor by: _____

<p>PERSONAL/BUSINESS INFORMATION: <i>(Please print clearly)</i></p> <p>LAST NAME: _____</p> <p>FIRST NAME: _____</p> <p>BUSINESS NAME: _____</p> <p>MAILING ADDRESS: _____</p> <p>_____ ZIP _____</p> <p>E-MAIL: _____</p> <p>PHONE NUMBER: _____</p> <p>WEB SITE: _____</p> <p>FACEBOOK PAGE: _____</p> <p>STATE SALES TAX # _____</p> <p><input type="checkbox"/> 2019 Exhibitor <input type="checkbox"/> Demonstrating <i>(See Festival Information Page 2)</i></p>	<p>SPECIAL REQUESTS:</p> <p>List and explain:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Electricity (\$35), 110V/15A, needed for:</p> <p>_____</p> <p>_____</p> <p>_____</p>
--	---

CHECK the category that best encompasses 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: _____

DEADLINES:

Early Bird Applications must be postmarked by March 15, 2020.

Final Application deadline is May 31, 2020. Applications will be considered as they are received. Please complete the application and return with:

_____ Application Form --- Please complete both pages. Incomplete applications may be denied.

_____ 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.

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

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

_____ Early Bird Discount: Single Booth (10' x 10') --- \$175

_____ Early Bird Discount: Double Booth (20' wide x 10' deep) --- \$325

_____ Regular Price Single Booth --- \$200

_____ Regular Price Double Booth --- \$375

_____ 110V/15A Electricity (limited availability) --- \$35

TOTAL AMOUNT DUE: _____

Checks will be deposited within a reasonable time according to good banking practices. Deposit of your check does not imply acceptance into the Festival. Those denied will receive a full refund minus the \$25 application fee. There will be a \$50 fee for checks returned by the bank for insufficient funds.

PLEASE READ THE FESTIVAL INFORMATION ON PAGES 3 AND 4.

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 2020 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 Electricity Fee \$35

DATE ACCEPTED: _____ DATE DENIED: _____

FEES: For a single space - \$200 -or- \$175 (Early Bird discount)

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

ARTS & CRAFTS APPLICATION & FESTIVAL INFORMATION – Page 1

Please keep this page

APPLICATION DEADLINES: Early Bird Discount March 15, 2020; Final Deadline May 31, 2020

Application Process

- All vendor applications must be complete or risk denial.
- Clearly print your mailing address and email address. Most communication will be by email if possible.
- All work must be the product of the individual(s) applying for entry. 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 three photos of work and booth, plus any knowledge they may have of the artwork (ex. from previous festivals or websites). Deposit of your check does not imply acceptance. Those denied will receive a full refund minus a \$25 application fee.

Application Deadlines and Special Discount for early applications

- The final deadline for applications is May 31, 2020. Applicants wanting to take advantage of the Early Bird Discount of \$25 must submit application postmarked by March 15, 2020.
- Vendors are encouraged to submit their applications early in order to have the best chance for acceptance and to obtain any special requests. Special requests noted on page 1 of application will be considered as applications are received. Some 'special request' categories will fill up quickly.
- This is a competitive, juried show. Vendors who participated in the 2019 Festival are considered pre-juried for Festival 2020. Deadlines apply, and spaces will be assigned as applications are received.

Space Assignments

- Exhibitors 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 of course special requests, although no guarantees can be made.
- Booth numbers and locations will be emailed or mailed after the jurying process, but no later than June 10. Vendors who wish to be relocated need to contact the vendor coordinator 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/Tear Down Times

- **Set up:** Friday 7:00 PM – 9:00 PM (South of Erie Street only) and Saturday 6:00 AM – 9:00 AM (all locations). Set-up staff will be available to assist vendors in finding their booth location and to distribute booth plates.
- **Teardown:** Sunday after Festival Closing between 5:00 PM and 6:30 PM

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

- Parking spaces exist on most cross streets (one side only). Parking passes will be mailed 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 Page 2

In-Booth Demonstrations

- Vendors who interested in demonstrating their work should indicate intent on the application. If accepted, you will be contacted about special needs or 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 of our local publications and when possible in other marketing materials.
- Special demonstrations, where possible, are best done periodically throughout the festival hours.

Prizes

- **Best in Show:** \$100; **Category Winners:** ribbon and recognition in future marketing materials; **Other Awards** as determined by judges.
- Judges with special expertise or interest in the category will visit vendor booths Saturday morning.
- 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. When making final decisions on category prizes the judging committee may move vendors into a more appropriate judging category. 'Best in Show' is voted on by all judges and is selected from among 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 in November.
- Vendors may drop off their donation at the Information booth during the festival. Library staff or BISCO board members will also circulate Sunday afternoon to collect items. A Thank-You letter for the donation, which can be used for IRS purposes, will be available. All donations are greatly appreciated and we are seeking 100% participation.

Other Information

- Electrical connections are limited; however, if absolutely needed note your specific requirements on page 1 of the application. A \$35 fee will apply and your application should be received early to allow for properly locating your booth near a power source. 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.
- 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.
- Security will be provided 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 non-refundable application fee. **There will be no refunds after June 30.**

Contact Information email: brockportartsfest@gmail.com
Website: brockportartsfestival.com