



18<sup>th</sup> BROCKPORT ARTS FESTIVAL  
COMMERCIAL VENDOR  
APPLICATION



**DEADLINE JUNE 30, 2012**

Please complete the entire form (2 pages) and mail with your photos and check to  
BISCO, BAF Coordinating Committee  
P.O. Box 197, Brockport, NY 14420

For further information or questions, please e-mail [brockportartsfest@frontier.com](mailto:brockportartsfest@frontier.com)  
Go to [BrockportArtsFestival.com](http://BrockportArtsFestival.com) or call 585.395.9606

**PERSONAL/BUSINESS INFORMATION:** Please print/write clearly.

NAME: (last) \_\_\_\_\_ (first) \_\_\_\_\_

BUS. NAME: \_\_\_\_\_

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

Give address where we can reach you quickest. \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

WEB SITE: \_\_\_\_\_

HANDICAPE PLATE NO./STICKER NO. \_\_\_\_\_

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

SINGLE Space \_\_\_\_\_ (\$150) DOUBLE Space: \_\_\_\_\_ (\$250)

**FESTIVAL INFORMATION:**

- Date: August 11-12, 2012
- Time: Sat. 10-6, Sun. 10-5
- Location: Main Street, Brockport, NY
- Booth spaces 11-12 ft. wide to fit 10' square booths
- Special Requests – List and Explain as needed:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** This application is for vendors dealing predominately with buy/sell merchandise – not self made. Please check Information page 2 for more details.

Please CHECK the space in front of the category that most closely fits items sold by you.

\_\_\_\_\_ Food Items (ex. On page 2) not made by you \_\_\_\_\_ Handmade items not created by you

\_\_\_\_\_ OTHER (Describe briefly) \_\_\_\_\_

Please include 2 photos (4'x 6' min.) one showing your display and one showing close-ups items sold.

Provide a brief description of the items that you sell, especially the ones shown in your photos.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read this application, including the rules and regulation page, and agree to all terms and conditions described.

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

Please fully complete this form (this page and check list page 2) – may print back to back.

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

**BOOTH #** \_\_\_\_\_ **DATE: ACCEPTED:** \_\_\_\_\_ **DENIED:** \_\_\_\_\_

# ***Brockport Arts Festival \* August 11 – 12, 2012***

**Main Street, Brockport, NY 14420**

## **COMMERCIAL VENDOR APPLICATION INFORMATION SHEET**

**NOTE: A limited number of this type of one of a kind vendor will be accepted.**

**Final Application Due Date is June 30, 2012**

**GENERAL INFORMATION: *(Please retain this page for your information.)***

**Mainly buy/sell merchandise: (not created/produced by seller). NOTE: Products sold preferred non-competitive with arts/crafts vendors is preferred.**

**Food Items: must come in an **FDA approved packaging** and must be sold as is (no raw or partially cooked food, for example, The Health Dept. may ask to see the packaging on any food items being sold.**

**NOTE:** Jarred mustards, sauces and candies, (candles, soaps, soba pillows, live plants, etc.) have been popular.

**Permits: The vendor is responsible for obtaining all necessary **permits**.**

**Certificate of insurance: must include the Brockport Integrated Service and Community Organization (BISCO), the State of New York and Village of Brockport and Town of Sweden as additional insured parties. Typical limits are \$1,000,000 per occurrence and \$2,000,000 aggregate. Proof of insurance will be requested at registration.**

**Refunds: No refunds once the application is accepted. Checks deposited upon acceptance. Refunds will accompany letters of denial.**

**Award: A free single booth for the 2013 festival **may** be awarded to the vendor whose uniqueness of items sold and display are deemed outstanding.**

**Space Assignments: Currently all spaces are located on pavement (back to back booths running down the center of Main Street), mainly in blocks of 4 or 6 depending on available space at time booths are assigned. All decisions made by Site committee are final.**

**Vendor Parking: All vendors must have a parking tag to allow them access to the festival area and to park in vendor approved areas. One will accompany all acceptance notices. Parking spaces exist on some cross streets (one side only) and in a few larger parking lots. Overnight parking (no services) will be allowed only in the lot behind the Town Hall on State Street. A few handicapped spots will be available. If one is needed, please so note under special requests on the front of the application form. Note that the festival committee does its best to locate vendors in regard to a number of factors: handicapped, requests to be in the business district (or residential area).**

**Set Up Times and parking tag will be sent with acceptance letters. Vendors will be e-mailed exact booth location about 10 days prior to the festival and also may check the festival website after August 3, 2012.**

### **Other Information:**

- Vendors needing **electricity** should describe usage needs under special requests to see if a special charge will be applied (it also affects booth location assignment). Those needing electricity to ensure being located in the appropriate area would be wise to apply early and should call or e-mail to check on potential cost.
- **NOTE: No generators are allowed.**
- All vendors are responsible for collecting **state and local sales tax** (currently **8%** in Monroe County).
- Each participant is responsible for his/her tent, tables, etc. although there will be people to help with unloading, etc. Tents must be weighted down, not staked, because of the pavement surface.
- Please take care of your trash and leave the area looking like new. Trash receptacles will be located throughout the festival route. If help is needed contact your block captain.
- **NO REFUNDS WILL BE ISSUED AFTER A VENDOR HAS BEEN NOTIFIED OF ACCEPTANCE.**

**QUESTIONS:** Call 585.395.9606 for information or e-mail [brockportartsfest@frontier.com](mailto:brockportartsfest@frontier.com).

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

**2012 BROCKPORT ARTS FESTIVAL COMMERCIAL VENDOR APPLICATION, page 2**

**CHECK LIST: Please Check all applicable items**

\_\_\_\_\_ **Application Form** (1<sup>st</sup> page and this page – can be back to back)

\_\_\_\_\_ **4" x 6" photos:** minimum size. (1 close – up and 1 overall booth display, will be retained)

\_\_\_\_\_ **Please include a stamped, self addressed business size envelope with your application** (for notification of acceptance/denial & vendor parking tag).

\_\_\_\_\_ **Regular single booth reservation fee of \$150**

**OR**

\_\_\_\_\_ **Regular double booth reservation fee of \$250**

***Incomplete applications and/or missing pieces listed above will probably result in your application not being considered.***

**Again, your packet should be sent to: BISCO, BAF Coordinating Committee  
(Checks payable to BISCO) PO BOX 197  
Brockport, NY 14420**

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Liability: **Waiver of Liability:** By signing this agreement (on first page), you are also agreeing to the terms listed in this waiver on behalf of all members and/or employees of your business and/or festival team.

By applying for entry into the Brockport Arts Festival, I intend to be legally bound, hereby for myself, my heirs, executors and administrators and thus waive and release any and all rights and claims for damages against The Village of Brockport, the Town of Sweden, festival sponsor The Brockport Integrated Service and Community Organization (BISCO), its officers and board members or any of its agents, for any and all injuries suffered by me or any employee or member of my team at this event.

Further, I hereby grant full permission to BISCO and/or agents authorized by them, to use any photographs, videotapes, motion pictures, recordings and any other record of this event for any legitimate purpose it wishes. I hereby agree to the collection of sales tax and that any and all necessary insurance for me and my employees is solely my responsibility.

Finally, I agree to follow all regulations and rules put forth by the sponsor and the Village of Brockport including the following: all booths must be stable and secure in case of high winds, no alcoholic beverages are to be sold and booth space must be returned to original condition. Any additional requirements will be posted on the festival website by February 15, 2012.

**Please read page 3 for more information pertaining to your application.**

**WELCOME BACK TO MAIN STREET!**



**Brockport Integrated Service & Community Organization**  
**PO Box 197,**  
**Brockport, NY 14420**

**BROCKPORT ARTS FESTIVAL PARTICIPANTS:**

*Welcome Back to MAIN STREET!*

**ABOUT US:**

**BISCO is a 501 (c) (3) not – for – profit** organization which has sponsored the festival since its creation 18 years ago. At that time service clubs, the Fire Department and later the Elks Club decided there was a need for an organization needed to handle larger events – namely an arts festival to promote the community and raise funds for BISCO projects. The westernmost towns of Monroe County in New York State comprise the predominant service area. The organization’s primary focus is the support of projects that benefit individual or groups of children (See below). The organization still is composed of Kiwanis, Lions and Rotary representatives with community members representing Lakeside Hospital Foundation, The Chamber of Commerce and other local entities as well as interested persons not affiliated with an organization or club.

**Each year BISCO sponsors the Brockport Arts Festival** which brings thousands of visitors to our beautiful and historic **“Victorian Village on the Erie Canal.** For the past two years, while Main Street was being completely reconstructed by the state, the festival was kept alive at other sites. This year it is in its usual date slot, the second weekend in August, as well as back to its usual location, Main Street, Brockport. NY.

**BISCO has used its proceeds in the past for such projects as:**

- Adult/child lawn swing for Monika Andrews Park
- Computers for the Seymour Library’s Youth Area
- Sweden/Clarkson Community Center Playground (ongoing)
- Lakeside Hospital Equipment
- Playgrounds on Barry Street and Clark Street in Brockport
- Bleachers, a batting cage and partial funding of safety fencing at the new ball field at Sweden Town Park and a large donation for the Skate Board Park.
- Support for the Brockport Toy Shelf
- The Cool Kids Program, especially the Friday Summer program
- The Brockport Central School “Walk to School” program
- Extrication equipment for the Brockport Fire Department

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