



2010

Not for Profit Application

FIRST NAME (please print clearly)

LAST NAME

NAME OF ORGANIZATION

ADDRESS

CITY

STATE

ZIP

AREA CODE AND PHONE NUMBER

EMAIL ADDRESS

TAX ID NUMBER

WEBSITE ADDRESS

• Check only ONE category which best describes your organization:

- Human Services
- Service Club
- Religious
- Government
- Recreation
- Academic
- Social
- Political
- Networking Group
- Arts/Cultural
- Other

• Please give a short description of your organization.

• Booth space is \$50 for a 10x10 Space. A \$10 Non Refundable application fee is required.

RELEASE I hereby release and forever discharge the Brockport Summer Arts Festival (BSAF), the Brockport Integrated Service and Community Organization, SUNY College at Brockport, the Village of Brockport, all sponsoring organizations, and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of or in conjunction with my application to or participation with the BSAF. BSAF will not be responsible for any injury sustained by exhibitors or guests while within space designation for exhibits. I will defend and indemnify sponsors and promoters of the Art Fest from any and all claims, liabilities, expenses, damages, and penalties caused or incurred by wrongful acts of exhibitor(s), or exhibitor(s) agents or employees, including breach of Festival Rules. Further, I understand that I store my art at my own risk without exception or limitation. **I agree to abide by all rules set forth in the 2010 Brockport Summer Arts Festival Application.**

APPLICANT'S SIGNATURE

DATE

APPLICATION PROCEDURE AND SHOW RULES

1. Completely and legibly fill out the paper application.

- a. This application is for not for profit organizations only. All for profit enterprises must fill out the Artist/Exhibitor application.
- b. The postmark deadline for applications is June 1st. Late applications with a \$35 late fee will be accepted until June 25th. Call 585-260-7764 before submitting a late application, as space may not be available.

2. Enclose the correct fees .

- a. There is a \$10 non-refundable application fee. This will be deposited upon receipt.
- b. The booth fee is \$50 for each 10x10 space. Double booths are double the cost of a single. Booth fees will be deposited after acceptance notices have been sent by July 1st.
- c. Any application mailed after June 1st must include a late fee of \$35.
- d. If you request the optional electricity, you must include a \$35 check or money order for each 15-amp circuit needed.
- e. Make your checks or money orders payable to BISCO.

3. Not for Profit Booths are for information, literature distribution, and providing entertainment only. NO NOT FOR PROFIT SHALL BE ALLOWED TO SELL RAFFLE TICKETS, MERCHANDISE, FOOD OR OTHERWISE FUNDRAISE. ANY ORGANIZATION WISHING TO DO THIS MUST FILL OUT AN EXHIBITOR APPLICATION AND PAY APPLICABLE FEES.

OTHER THINGS YOU NEED TO KNOW!!!

1. All cancellations must be in writing. **Cancellations after June 1 are not refundable. Application fee is Non refundable under any circumstances.**
2. Booth Sharing is allowed for Not for Profits.
3. You or an organization representative must personally attend your exhibit, for all hours that the show is open. Any exceptions to this for special reasons must be arranged in advance. Your booth must be open for all hours of the show; 10 am to 6 pm on Saturday and 10 am to 5 pm on Sunday.
4. You will be asked to leave the show, without refund, for selling unauthorized items. You will be banned from all future shows for not following the above rules.
5. You may request a specific or general space on your application in the space provided. We go to great lengths to honor your requests, but there are NO GUARANTEES we can give you the space you ask for. If no request is made, we will place you in the best available spot. No changes in your assigned space are allowed. Electricity requests may affect our ability to give you your request location.
6. Spaces are 10x10 and your booth should be no larger than this. Limited double spaces are available for twice the amount of a single. You must provide your own tent (required), tables, and displays.
7. . This show is outdoors and you need to be prepared for any weather .For safety reasons, you **MUST** tie down your booth. Booths are placed in large parking lots and in the street. All booths will be placed on pavement and you won't be able to anchor into the ground. Bring leveling devices, as many spaces are not flat. BISCO reserves the right to cancel the show at any time due to conditions it deems unsafe for artist, vendors, volunteers, and attendees. No refunds will be issued and ALL people will be asked to vacate the site.
8. Booths should be attractive, with tables draped to the ground and no boxes and packing crates visible. No generators are allowed.
9. During the show you must display the Registration Certificate you will be given in the front right-hand corner of your booth. You will also need to wear your nametag.
10. Artist and Exhibitor services we provide are • Drive-up access for booth loading and unloading • Block Captains for assistance and booth sitting • ice and beverage sales/delivery *Preferential lodging rates
11. If you have ANY questions, please call Laurie at 585-260-7764 or e-mail brockportartsfest@gmail.com.
12. Please provide a certificate of additional insured naming BISCO, the State of New York, SUNY College at Brockport, the Brockport Auxiliary Service Corporation, and the Village of Brockport as additional insured.

Return application, fees, and all required documentation to:

Brockport Summer Arts Festival
P.O. Box 197
Brockport, NY 14420