



COMMERCIAL APPLICATION

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

MAIL TO:

BAF Commercial Application
PO Box 197
Brockport, NY 14420

website: brockportartsfestival.com

email: brockportartsfest@gmail.com

PERSONAL/BUSINESS INFORMATION:

LAST NAME: _____

FIRST NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

_____ ZIP _____

EMAIL: _____

PHONE NUMBER: (____) _____

WEBSITE: _____

FACEBOOK PAGE _____

STATE SALES TAX NUMBER: _____

SPECIAL REQUESTS:

Need Electricity? _____

Electricity is available only in limited areas, cost is \$35.

- Product or Services (large) – \$750:** Same as “Product or Services” but with a double space. Listed in Suburban News festival insert, our website, Facebook, name listed on banner at festival entrance, and sponsorship of a specific festival event or activity and includes free electricity.
- Product or Services – \$500:** Vendors primarily exhibiting a product or service, taking orders or gathering contacts. Single space, limited availability. Listed in Suburban News festival insert, our website, Facebook, your name listed on a banner at one festival entrance, and sponsorship of a specific festival event or activity.
- Merchandise – \$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.

I have read this application, the rules and regulations and the liability waiver below and agree to all terms and conditions described.

SIGNATURE: _____ **DATE:** _____

See page 3 for important information

APPLICATION CHECKLIST: All items must be included for consideration.

- Application Form completed
 - If you need a space, two photos (4 x 6); one close – up, one overall booth display. Photos will not be returned.
 - Merchandise – \$300
 - Product or Services – \$500
 - Product or Services (large) – \$750
 - \$35 Electricity (Merchandise & Product or Services, free for Product or Services (large))
- \$_____ **Total Amount Enclosed – (make checks payable to BISCO)**

Send application packet to:
BAF Commercial Application
PO BOX 197
Brockport, NY 14420

FOR FESTIVAL USE ONLY: DATE APPLICATION RECEIVED: _____ BOOTH # _____

ACCEPTED date: _____ DENIED date: _____

- Merchandise: \$300 Product or Services: \$500 Product or Services (large): \$750
- Electricity \$35 Fee

2020 Brockport Arts Festival COMMERCIAL APPLICATION INFORMATION

Read and retain for reference.

Application Process:

- All applications must be complete and include clearly printed e-mail address.
- The deadline for applications is May 31, 2020. BISCO encourages vendors to submit applications early to have the best chance for acceptance and to obtain any special requests. Late applications will be considered if there is sufficient space.
- Vendors will receive all necessary information 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 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/Teardown 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
No vehicles will be allowed on the street until after 5:00 PM.

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 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.

FESTIVAL INFORMATION:

EMAIL: brockportartsfest@gmail.com

WEBSITE: brockportartsfestival.com