



Food Vendor APPLICATION

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

MAIL TO:

BAF Food Vendor Application
PO Box 197
Brockport, NY 14420

website: brockportartsfestival.com

email: brockportartsfest@gmail.com

<p>PERSONAL/BUSINESS INFORMATION:</p> <p>LAST NAME: _____</p> <p>FIRST NAME: _____</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>SPECIAL REQUESTS:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Need Electricity? _____</p> <p>Electricity is \$75</p> <p>Water is Free</p>
--	---

Liability Waiver – 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 Brockport Arts Festival, including but not limited to costs and attorney fees. Nothing contained in this agreement or any prior of **or** any subsequent negotiations shall entitle the exhibitor to any specific space and Brockport Arts Festival retains the right to position the exhibit space with regard to the overall exhibit plan, and to make any necessary changes therein. 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.

BUSINESS: _____

Incomplete applications and/or missing pieces listed below may result in the return of your application. **DEADLINE: May 31, 2020** however space is competitive so apply early. Complete application and return with:

_____ Application Form --- complete both pages

_____ Please include a copy of your menu and a photo of your booth. BISCO operates food booths at the Brockport Arts Festival to benefit children’s programs in the Brockport area. We do not allow you to compete with BISCO for sales of: Hamburgers, Cheeseburgers, Zweigles Red Hots, Zweigles White Hots, or Zweigles Italian Sausage. These items cannot be sold from your menu.

_____ Stamped, self-addressed **business** envelope (unless you do all of this by email)

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

_____ Insurance Certificate naming BISCO as additional insured, or submit at check-in.

Booth Space Reservations: Check appropriate space and fill in total amount due.

_____ Regular space fee (12’ x 16’) --- \$475

_____ Large space fee (12’ x 30’) for doubles and food trucks no greater than 22’ --- \$725

_____ Electricity (limited availability, generators not permitted) --- \$75

_____ Water (no charge)

_____ Cleaning fee \$100 (separate check please). This money will be returned at the end of the festival if the site is cleaned satisfactorily.

TOTAL AMOUNT DUE:

Checks will be deposited within a reasonable time according to good banking practices. Check deposit does not connote acceptance. Refunds minus a \$25 application fee will be issued for those applications that have been denied. There will be a \$50 fee for checks returned by the bank for insufficient funds.

Please read information on page 3

I have read this application, the rules and regulations, and the liability waiver and agree to all terms and conditions described; and all regulations set forth by the Monroe County Health Department.

SIGNATURE: _____ DATE: _____

FOR FESTIVAL USE ONLY: APPLICATION RECEIVED: _____ Booth #: _____

Pre-accepted: Yes DATE ACCEPTED: _____ DATE DENIED: _____

FEE: Expanded Space \$725 \$475 Regular Space \$100 cleaning fee deposit check

Water – (no charge) Electricity Fee \$75

2020 Brockport Arts Festival FOOD APPLICATION INFORMATION

Read and retain for reference.

Application Process:

- All applications must be complete and include clearly printed e-mail address.
- It is recommended that vendors call or email festival chair before applying to ascertain if their items are needed.
- 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. No prior vendor check-in is available. Please have proof of insurance and Cleaning Fee if not submitted with your application.
- **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 all trash daily and leave the area clean. Trash receptacles will be located throughout the festival.
Do not put grease in trash receptacles.
- Security will be handled 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. **There will be no refunds after June 30.**

FESTIVAL INFORMATION:

EMAIL: brockportartsfest@gmail.com

WEBSITE: brockportartsfestival.com