



# NOT-FOR-PROFIT APPLICATION

**26<sup>th</sup> BROCKPORT ARTS FESTIVAL**  
**August 8-9, 2020 – 10am 'til 5pm**

MAIL TO:

BAF Sponsorships  
PO Box 197  
Brockport, NY 14420

website: [brockportartsfestival.com](http://brockportartsfestival.com)

email: [brockportartsfest@gmail.com](mailto:brockportartsfest@gmail.com)

PERSONAL/BUSINESS INFORMATION:	SPECIAL REQUESTS:
LAST NAME: _____	_____
FIRST NAME: _____	_____
ORGANIZATION: _____	_____
MAILING ADDRESS: _____	_____
_____ ZIP _____	_____
E-MAIL: _____	_____
PHONE NUMBER: (____) _____	_____
WEBSITE: _____	_____
FACEBOOK PAGE _____	_____
<input type="checkbox"/> Single Space, 10' x 10': <b>\$50</b> <input type="checkbox"/> Single Space with product: <b>\$90</b>	
<input type="checkbox"/> 110V/15A Electricity: <b>\$35</b>	
State Tax Exempt # _____	

**BRIEFLY describe the nature of your exhibit/organization, if you are selling something tell us about that too:**

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Name: \_\_\_\_\_ Organization: \_\_\_\_\_

**WORKSHEET: DEADLINE: May 31, 2020 - Complete application and return with the following:**

- \_\_\_\_\_ Application Form - complete both pages
- \_\_\_\_\_ If you did not participate in the 2019 festival, please include one 4 x 6 photo of booth display
- \_\_\_\_\_ Check made out to BISCO for required amount (see below)

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

- \_\_\_\_\_ Single booth \$50
- \_\_\_\_\_ \$90 for those selling an approved product or products
- \_\_\_\_\_ Electricity (limited) \$35 – please describe electrical needs in detail on page 1 of application.
- \_\_\_\_\_ **TOTAL AMOUNT DUE**

Checks will be deposited within a reasonable time according to good banking practices. Check deposit does not indicate acceptance into the Festival. 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 THE FESTIVAL INFORMATION ON PAGE 3**

**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.

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

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

**FOR FESTIVAL USE ONLY:** Application received: \_\_\_\_\_ Electricity \$35: \_\_\_\_\_

Booth Fee: \_\_\_\_\_ Date Accepted: \_\_\_\_\_ Date Denied: \_\_\_\_\_

# 2020 Brockport Arts Festival NOT-FOR-PROFIT APPLICATION & FESTIVAL INFORMATION

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**Deadline: MAY 31, 2020**

## Space Assignments

- Not-for-Profit booths are limited and are assigned at the discretion of the site committee.
- Booths are located on Main Street by the curbs between the Canal Bridge and the Rail Road bridge. All spaces are 10'X10', and exhibitors and their belongings must stay within these boundaries. Expect primarily blocks of 2 booths for most vendors with a space between blocks.
- Exhibitors must display their BAF Booth Plates at the front of their booths at all times during the Festival hours.
- 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 soon after applications are received, but no later than June 10. Vendors who wish to be relocated need to email us 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  
**No vehicles will be allowed on the street until after 5:00 PM.**

## Vendor Parking:

- Parking spaces are on most cross streets (one side only) and are highlighted on the map that you'll receive in your information packet. Parking passes will be sent with your packet.
- Overnight parking (no services) will be permitted only in the lot behind the Sweden Town Hall on State Street.

## Other Information

- Electricity is limited, however if absolutely needed note requirements on application. A \$35 fee will apply and application must be received early to allow for proper location. Generators are not permitted.
- 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.
- 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.

## Security

- Brockport Police Department is responsible for all security.

**Contact Info:** EMAIL: [brockportartsfest@gmail.com](mailto:brockportartsfest@gmail.com) WEBSITE: [brockportartsfestival.com](http://brockportartsfestival.com)