

## **GENERAL INFORMATION & REQUIREMENTS FOR ARTS AND CRAFT EXHIBIT**

1. Exhibitors are required to pay the French Festival Committee a sum of \$150.00 per 10'x10' space for Saturday & Sunday. All fees are payable at the time of application. Any checks returned for insufficient funds will **be charged a \$20.00 fee.** Please make checks payable to FRENCH FESTIVAL COMMITTEE.
2. Submission of application does not guarantee space at the Festival. **You must provide a copy of your N.Y.S. certificate of authority to collect sales tax. Vendors are responsible for collecting N.Y.S. sales tax and must possess and display your sales certificate. Any vendor located on The Village Green must supply a copy of certificate of liability insurance.**
3. The committee will review each application and you will be notified of your acceptance. The committee reserves the right to accept or reject any application. Those rejected will be returned, along with application fee and photo.
4. A description and photo of your display must be included with your application along with any request or special requirements. Please include (one or two only) photos of your craft(s) that is representative of items you intend to display. Please print your name and address on back of photo. Vehicles are not allowed as part of your display, unless such vehicle contains equipment required in your craft (not storage for extra merchandise.)
5. **This is an outside venue. All spaces are 10'x10'.** Do not bring awnings or weather covers that require a larger ground space. This event takes place rain or shine.
6. **There are no electric or water hook-ups available.**
7. All trash/garbage of individual crafters must be removed from site by crafter.
8. Articles may be sold from your display from 9 a.m. to 6 p.m. on Saturday and on Sunday from 9a.m to 3p.m.. Booth set up starts at 1p.m. to 6 p.m. on Friday and on Saturday from 7 a.m. to 9a.m. **The committee requires that all displays remain up for both days of the festival. ABSOLUTELY NO tear downs until after 3 pm on Sunday.**
9. We do not provide security; therefore exhibitors are responsible for their own crafts. French Festival committee does not assume any responsibility for loss/damage that any crafter may suffer.
10. Each exhibitor should provide their own display materials, tables, chairs, overhead coverings, etc. and be responsible for his/her own property. All displays must be neat and professional.
11. **Exhibitors are encouraged to dress in a French theme.**
12. CHECK IN AND LOCATION INFORMATION IS AVAILABLE AT THE REGISTRATION BOOTH LOCATED ON BROADWAY ST. IN FRONT OF HOTEL ROXY (A.K.A. 12E). **ALL EXHIBITORS MUST REGISTER PRIOR TO SETUP.**
13. **Vendor parking for all vendors is on Murray and Joseph St. This is known as the Bass Ponds. There will be no parking of vehicles allowed on the Village Green and surrounding area throughout the weekend. This is only for loading and unloading of merchandise.**
14. **There will be no Sunday prepay. All applications are to be mailed in.**
15. **No pets are allowed to be brought to the event by any vendor. Please supply documentation for service animals.**

**APPLICATION FOR FRENCH FESTIVAL CRAFT FAIR**

**JULY 14-15, 2018**

**Crafter –Fee \$150.00**

**(Please complete application in its entirety)**

NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

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

TELEPHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL ADDRESS: (Please print clearly) \_\_\_\_\_

WEBSITE ADDRESS: \_\_\_\_\_

NYS SALES TAX ID#: \_\_\_\_\_ **(certificate must be displayed at booth)**

**DESCRIPTION OF CRAFT(S)** (PLEASE INCLUDE ONE OR TWO PHOTOS ONLY)

DESCRIPTION OF DISPLAY **(BE SPECIFIC TO AVOID REJECTION)**

NOTE: LOCATION MAY VARY FROM PRIOR YEARS

NUMBER OF SPACES REQUIRED (SPACE SIZE 10'X10')

**\$150.00 PER SPACE** FOR SATURDAY AND SUNDAY

AMOUNT ENCLOSED \$ \_\_\_\_\_ CHECK NUMBER: \_\_\_\_\_

I HAVE READ AND AGREE TO COMPLY WITH THE GENERAL INFORMATION AND REQUIREMENTS FOR THE ARTS AND CRAFTS EXHIBIT. **NO REFUNDS WILL BE GIVEN AFTER JUNE 15, 2018.**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

(RETURN THIS FORM WITH PAYMENT)

PLEASE RETURN WITH CHECK OR MONEY ORDER PAYABLE TO:

FRENCH FESTIVAL COMMITTEE

P.O. BOX 492

CAPE VINCENT, NY 13618