



Kendall Fire Dept. Craft Show and Vendor Fair

August 28,29 2020

CRAFT/ARTISAN VENDOR BOOTH APPLICATION

The Kendall Fire Department is now accepting applications for our craft show and vendor fair.

The vendor booth sales will be on Friday (August 28th) at 5pm until 9pm and Saturday (August 29th) begin at 9 a.m. and continue until 9 p.m.

Registration is a two-step process.

The application, and registration, fee is \$30.00 for the entire event

Two types of booths will be permitted:

- A. Craft/ Business Vendor
- B. Non-Profit information only Booth (No Charge)

Local Non-profit organizations can apply for an Information only booth, these booths cannot not actively sell anything at the event, they can be used for information dissemination, recruiting or any other activity with the sale of an object or service. There is no charge for these booths.

Political booths will be subject the to the \$30.00 Fee.

The exhibitor must submit a completed application and booth fee to the Kendall Fire Dept. for review.

Any applicant not invited to participate will be refunded the registration fee.

Any application that does not include the application fee will be subject to rejection and loss of spot in the craft/ Show vendor fair.

Booth locations will be assigned by the Kendall Fire Dept representative only. All placements are on a first-received, first-placed basis.

All booths must be capable of fitting within a 10'x10' area.

Tables, chairs, booths and other hardware must be provided by the exhibitor. Electricity is not available to booths.

Each booth is to be kept tidy, with cleanup the responsibility of the exhibitor. A \$25.00 surcharge will be levied to a vendor failing to clean up his/her booth area.

The Craft Show and Vendor Fair Rules and Regulations are on page 2. The applicant agrees, by submitting an application and fee, to abide and be bound by these rules and regulations.

If you are selling a product for a company that only allows one representative per craft show, it is your responsibility to inform the Kendall Fire Dept. of this limitation. In this case, applications will be considered on a first-come, first-served basis.

Please join us in our community celebration by completing and returning this application form, and Fee by August 1st to:

Attn: Bryan Hardenbrook
Kendall Fire Dept
PO Box 387
Kendall NY, 14476

VENDOR RULES AND REGULATIONS

- 1) Kendall Fire Department reserves the right to request the removal of any items or entire displays that do not meet the standards of good taste, are non-approved items, or are crafts that were misrepresented as being handmade.
- 2) PROMOTER'S DECISION WILL BE FINAL AND NON-APPEALABLE.
- 3) A Festival Permit will be issued and must always be displayed.
- 4) All exhibitors are responsible for collection and payment of New York Sales Tax, and for securing proper Health Department permits, if applicable.
- 5) Exhibitors must confine their displays and materials to their assigned and allocated space.
- 6) All vendors' displays/booths must fit within the established perimeters of their booths.
- 7) Each booth should be set up between noon-5pm on Friday or 7 a.m. and 9 a.m. on Saturday, unless otherwise specified.
- 8) Booths must be staffed and open for business on Friday from 5pm-9pm and Saturday from 9 a.m. 9 p.m. Vendor booths may begin tear down at 7 p.m. on Saturday. Participants can use the south driveway when tearing down booths.
- 9) Each individual or group must police their own area, keeping it clean and free from debris. Trash containers will be provided in the food pavilion area. This should be done throughout the festival. The picnic tables are put in the food pavilion area for your benefit, and we ask that you help police those in your booth area so that the next people will want to sit down and use them.
- 10) CARS MUST BE REMOVED FROM THE NORTH AND SOUTH DRIVEWAY BY OPENING TIME ON FRIDAY AND SATURDAY. Parking available in the east lot, other side of the ditch.
- 11) The Kendall Fire Dept. will not responsible for loss or damage to vendor's display or for personal injury or accident involving exhibitors and their personnel. Vendors are responsible for their own overnight security if items are left on site. We are also not responsible for financial impact or for bad weather.
- 12) All participants pay the applicable fee in advance. Failure to pay will result in no issuance of a Spot, and the possibility that a different vendor may be authorized to sell your item.
- 13) Booth location assignments will be issued on Friday or Saturday morning only. Please do not call ahead to find out booth location. Placement is based on a first-received-first-placed basis.
- 14) Application fees shall be in the form of cash, cashier's check, money order, or check made out to (Kendall Fire Dept. INC). A \$30.00 charge will be assessed for any returned check.
- 15) CRAFT VENDORS: Vendor acknowledges that there is no electricity available for craft booths and accepts this limitation as a condition to participating in the festival.
- 16) Any both wishing to sell food must supply a list of foods to be sold for approval, no competitive foods will be approved and any booth selling food not authorized will be asked to leave.
- 17) NO REFUNDS WILL BE GIVEN •



APPLICATION DEADLINE IS AUGUST 1st

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August 28th and 29th, 2020

CRAFT/ARTISAN VENDOR BOOTH APPLICATION

Vendor Name: _____ Phone Number: _____

Address: _____

Contact Person: _____

Email: _____

Description of Booth Activity:

Enclosed, please find the \$30.00 booth fee

Acknowledgment: I have received and agree to the Rules and Regulations regarding the assignment of locations, hour of operation, and cleanup, and agree to follow the guidelines during my participation in the Kendall Fire Dept Craft show and Vendor Fair. I accept that the Kendall Fire Dept. shall not bear any responsibility for injury, mishap, financial impact or bad weather. I further understand that I am solely responsible for collection and/or payment of any tax.

NO REFUNDS WILL BE GIVEN

Signature: _____

Date: _____