

CAPE VINCENT FRENCH FESTIVAL
GENERAL INFORMATION & REQUIREMENTS

1. Exhibitors are required to pay the French Festival Committee a fee per 10'x10' space:
 - Crafter/Handmade by Applicant –Fee \$150.00 for Saturday and Sunday
 - Non-Crafter –Fee \$200.00 for Saturday and Sunday
 - Food/Beverage –Fee \$250.00 for Saturday and Sunday

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. Depending on your location you may need to supply a copy of certificate of liability insurance. **Food/Beverage Vendors must possess and display** a NYS Department of Health Food Permit if required. A Certificate of Liability insurance form must be included with the Cape Vincent Chamber of Commerce/French Festival Committee listed as additional insured.

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. Your booth fee and photos will be returned for those that are rejected. A description of your work and materials used must be included with your application along with any request or special requirements. **Please include 3 photos of your products and one of your booth that is representative of items you intend to display. Please print your name and address on back of your photos. Digital images on a disk or email submissions to frenchfestival13618@gmail.com will also be accepted. Vendors will be located based on product sold, we ask that you include a detailed list of items so we may place all vendors appropriately.** 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. Please plan accordingly for items to secure your tent as you may not be in a grassy area.

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 9am to 3pm. Booth set up is 1pm to 6pm on Friday and on Saturday from 7 am to 9 am. The committee requires that all displays remain up for both days of the festival. **ABSOLUTELY NO** tear downs until after 3 pm on Sunday. You may not be considered for future years if you tear down early.

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. No offense material will be tolerated. You will be asked to remove the items from your booth or leave.

11. Exhibitors are encouraged to dress and decorate their booth in a French theme.

12. CHECK IN, WELCOME KIT AND LOCATION INFORMATION IS AVAILABLE AT THE REGISTRATION BOOTH LOCATED ON THE VILLAGE GREEN ON BROADWAY ST. (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.

VENDOR APPLICATION

****2019 French Festival will be a sectioned show based upon vendor type****

****Location may vary from prior years****

- ☐ Crafter/Handmade by Applicant –Fee \$150.00 for Saturday and Sunday
- ☐ Non-Crafter –Fee \$200.00 for Saturday and Sunday
- ☐ Food/Beverage –Fee \$250.00 for Saturday and Sunday

If you do not send your Booth Fee you must send a non-refundable \$15.00 application fee. Any applications received without the application fee will not be considered unless you are paying in full at time of application.

Please complete application in its entirety.

Name: _____

Business Name: _____

Address: _____

Business Address (If different): _____

Phone: _____ Cell: _____

E-Mail: _____

Website: _____

NYS Sales Tax ID#: _____

*****A copy of your Certificate must be mailed with application AND displayed at booth*****

Number of Spaces: _____ (Space size 10'x10')

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ELIGIBILITY

Vendors are invited to display and sell work that conforms to the standards of the French Festival committee. The French Festival Committee reserves the right to EXCLUDE works that do not conform to our standards and also reserves the right to remove a vendor from the show.

Check list:

- ☐ Booth fee OR \$15.00 non-refundable application fee (deductible from your booth fee once your application is approved)
- ☐ Copy of your NYS Sales Tax certificate (And Department of Health Food Permit for Food Vendors)
- ☐ 3 photos of your products and one of your display booth. Digital images on a disk or email submissions to frenchfestival13618@gmail.com will also be accepted.

Food/ Beverage Vendors:

☐ Serving Alcohol (check if applicable)

List all menu items:

Craft & Non-Craft Vendors:

Description of items that you will be selling:

- ☐ Place a ¼ page ad in the French Festival Booklet (\$100) this could include your booth location.

I HAVE READ AND AGREE TO COMPLY WITH THE GENERAL INFORMATION AND REQUIREMENTS FOR THE VENDOR EXHIBIT.

NO REFUNDS WILL BE GIVEN AFTER JUNE 15, 2019.

SIGNED _____

DATE _____

AMOUNT ENCLOSED: \$ _____

PLEASE RETURN MAIL CHECK OR MONEY ORDER PAYABLE TO:

FRENCH FESTIVAL COMMITTEE

P.O. BOX 492

CAPE VINCENT, NY 13618

Stacie Luchini

French Festival Vendor Coordinator

315.870.5463

French Festival Co-Chairs: Nicole Paratore and Kathleen Bonney

frenchfestival13618@gmail.com