



# **Downtown Schenectady Holiday Bazaar**

**\*\*\* Call for Vendors \*\*\***

**Saturday & Sunday, December 9 & 10, 2017**

## **Description:**

The new **Downtown Schenectady Holiday Bazaar** is an outdoor seasonal marketplace featuring an array of vendors and artisans in heated tents offering original art/photography, quality crafts, holiday decorations & gifts, collectibles, homemade food, wine & beer along with local businesses and food vendors. The bazaar will be a new featured attraction to complement the annual crowds of visitors expected to visit Downtown Schenectady's City Hall-iday, the Chili Chowdown & Craft Brew Trail, and the Schenectady Greenmarket over this holiday season weekend.

## **When:**

Saturday, December 9, 2017, 11:00 a.m. to 8:00 p.m. &  
Sunday, December 10, 2017, 10:00 a.m. to 2:00 p.m.  
(Rain, Snow or Shine)

## **Location:**

Jay Street, Downtown Schenectady

## **Application Deadline:**

November 17, 2017

## **Contact:**

Richard Mare, 518-669-8946, [jaystreetsundaymarket@gmail.com](mailto:jaystreetsundaymarket@gmail.com)  
Colleen Merays, 518-377-9430, [colleen@downtownschenectady.org](mailto:colleen@downtownschenectady.org)



# Downtown Schenectady Holiday Bazaar

## Vendor Information & Terms for Application

### DOWNTOWN SCHENECTADY HOLIDAY BAZAAR OVERVIEW

**Downtown Schenectady Holiday Bazaar** is seeking vendors and artisans of original art/photography, quality crafts, holiday decorations & gifts, collectibles, homemade food, wine & beer, and more. Thank you for considering the Downtown Schenectady Holiday Bazaar as a way to showcase your products or business. Apply early to ensure your space.

**Deadline to apply: November 17, 2017**

### DATE AND SITE:

The Downtown Schenectady Holiday Bazaar is organized and governed by the Downtown Schenectady Improvement Corporation (DSIC) and the Jay Street Business Association (JSBA). The event dates are Saturday, December 9 from 11am-8pm and Sunday, December 10 from 10am-2pm. Location is Jay Street from State St. to Liberty St.

### BOOTH SPACE/FEE:

The standard booth size is approximately 10 feet x 10 feet (booth will be tented and heated). The vendor fee is \$150 per booth/tent. All fees are non-refundable. VENDOR provides everything needed for the booth, such as tables, chairs, equipment, supplies, generator and a grounded extension cord if electricity is used. ORGANIZER provides a 10x10 soft sided heated tent.

### NO EXCLUSIVITY:

Neither the DSIC nor the JSBA will offer exclusivity for any vendor, company or brand. This policy applies to events, programs and markets.

### NO TOLERANCE:

The DSIC and the JSBA reserve the right to refuse or dismiss any vendor at any time for any reason, including, but not limited to, inappropriate behavior, language and/or actions deemed detrimental to the event.

### ELIGIBILITY OF VENDOR:

All vendors must submit an application before selling any of their goods. Application must be complete with a description of the items to be sold. This Holiday Bazaar is open to all vendors who have a product to sell to the general public including, but not limited to, quality handcrafted items, jewelry, gifts and home décor, holiday decorations, antiques, fine collectibles, clothing and accessories, antique or repurposed furniture, fine art and art of all mediums. Middle market sales and businesses wishing to promote their products or services are also acceptable. Handmade items must be of good quality and demonstrate artistic talent. The DSIC and JSBA shall have the sole final authority to disapprove any items deemed to be in poor taste and not consistent with community standards and reserves the right to have any offensive arts or crafts removed from sale. To maintain the quality of this event, APPLICANT MUST SUBMIT THREE PHOTOS SHOWING PREVIOUS BOOTH DESIGNS AND/OR ITEMS THEY INTEND TO SELL. Past or current vendors of the Jay Street Sunday Market do not need to submit photos.

**ELIGIBILITY OF FOOD VENDORS:**

Vendors preparing food and drinks on site will be classified as food vendors for this event. The Schenectady County Health Department is the ruling body on food processing and selling requirements. Any product that is edible – such as, but not limited to, baked goods, bottled sauces, and canned goods – must be prepared in accordance with NYS and Schenectady County Health Department codes and are subject to inspection on the day of the event by the County Health Department. Food vendors must also obtain a proper Food Service Permit from the Schenectady County Health Department for the sale of food items. If you have any questions about food service permits, licensed facilities or other requirements, please the Schenectady County Health Department at (518) 386-2818.

**DSIC & JSBA RESPONSIBILITY:**

Vendor space will be assigned by the JSBA and will be made available to participating vendors on the day of the event. The JSBA will provide an on-site coordinator to oversee the event and to answer questions. If you have questions, contact the DSIC at 518-377-9430, office hours are 9:00 a.m. - 5:00 p.m. Monday-Friday. The DSIC and will advertise this event using varied forms of local media. We will also provide on-site overnight storage for the two-day event.

**VENDOR RESPONSIBILITY:**

Set up time on day of event will be 8:00 a.m. - 10:45 a.m. Vendors MUST be ready for customers by 11:00 a.m. Once loaded/unloaded, vendor will move any and all vehicles away from the event area as quickly as possible. Vendors are responsible for setting up their own displays, booth signage, booth decorations, table and chairs. Vendors are expected to remain open for business until closing time. Early teardowns and departures are not allowed. Vendors are required to clean up their assigned booth areas at the conclusion of the event. All trash must be disposed of properly.

**INDEMNIFICATION:**

Vendors are recommended to have their own general liability insurance. The producer or vendor is solely responsible for damages resulting from the sale of unsafe or unsound goods, in addition to any accidents occurred while at the Holiday Bazaar. He/she agrees to indemnify and hold harmless The Downtown Schenectady Improvement Corporation, the Jay Street Business Association, City of Schenectady, Schenectady County, its employees, agents, Board of Directors and membership from any and all liability, loss or damages which may be incurred as a result of all claims, demands, costs, judgments or expenses, including attorney's fees, arising from the producer's participation in the Holiday Bazaar.

**FAIR AND HONORABLE MARKETING PRACTICES:**

Vendors are not permitted to use the following techniques while at this event: hawking, calling attention to products in a loud, repetitive public manner, and selling products in an aggressive way. Vendors are discouraged from giving items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. Vendors will NOT be permitted to go outside of their booth space to solicit customers.

**RELEASE:**

I understand the terms and conditions of the Holiday Bazaar and agree to be bound by the same. I also understand that any fees paid for my participation in this event are non-refundable. By signing this application, I agree that the Downtown Schenectady Improvement Corporation, The Jay Street Business Association, the City of Schenectady, Schenectady County and any of their employees, representatives and volunteers shall not be responsible for any damage or theft which may occur to any of my personal property, my booth and/or sales items during my participation in this Holiday Bazaar. I accept responsibility for all individuals working in my booth space. I waive and release any and all rights and claims for losses and damages against Downtown Schenectady Improvement Corporation, The Jay Street Business Association, the City of Schenectady, Schenectady County and any of their employees, representatives and volunteers for any and all injuries and all claims of damages which may arise as a result of my participation in this Holiday Bazaar. I agree to take full responsibility in the event my product may cause harm or injury and agree to hold harmless Downtown Schenectady Improvement Corporation, The Jay Street Business Association, the City of Schenectady, Schenectady County and all other related parties and their representatives, sponsors, successors and assignees.

This agreement is effective upon signature of the vendor. The Downtown Schenectady Improvement Corporation and Jay Street Business Association reserve the right to refuse or dismiss any vendor at any time for any reason.



# Downtown Schenectady Holiday Bazaar

## Saturday & Sunday, December 9 & 10, 2017

### Vendor Application

Please Check Vendor Type:  Craft  Food (DOH Permit required)

Organization/Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell/Other Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

NYS Sales Tax ID # (Required for Food & Craft Vendors selling any product): \_\_\_\_\_

**Agreement and Signature:**

By submitting this application, I accept all terms set forth in the enclosed Terms for Application.

\_\_\_\_\_  
Signature Printed Name Date

**INDICATE EXHIBITOR SPACE SIZE**

\_\_\_\_\_ Standard 10'x10' \$150.00

\_\_\_\_\_ Double 10'x20' \$300.00

Please enclose appropriate Booth Fee. Make checks payable to: **DSIC**

**Send to:** DSIC, Holiday Bazaar, 143 State St., Schenectady, NY 12305 or email to [colleen@downtownschenectady.org](mailto:colleen@downtownschenectady.org)

Please list all items that will be sold and their prices. You may attach list. Subject to approval of committee.

- 1.
- 2.
- 3.
- 4.

- ❖ Vendor applications are subject to approval of the DSIC & JSBA
- ❖ Applications will be reviewed only when payment is received
- ❖ NO WANDERING SALES!

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Date Appl. Received: \_\_\_\_\_ / \_\_\_\_\_ Insurance Form Encl \_\_\_\_\_ Authorized Initials \_\_\_\_\_