

COXSACKIE RIVERSIDE FESTIVAL

August 5, 2017

Rain date August 6, 2017

11:00am – 10:00pm

Dear Vendors:

We would like to invite you to be a vendor at the 2017 Annual Coxsackie Riverside Festival!

Festival Application and Fees:

The festival booth fee for all arts/crafts vendors is \$50.00 for a 10x10 space.

Please complete and sign the enclosed festival application and contract, please send pictures of your products (if possible) and insurance certificate if necessary, and payment (payable to Coxsackie Riverside Festival) to: Coxsackie Riverside Festival, C/O Bonnie Ecker, 119 Mansion Street, Coxsackie, NY 12051.

If you have any questions please inbox me on our Facebook Page; Coxsackie Riverside Festival or email bojoecker@yahoo.com and mark as festival 2017.

Artists and crafters must only sell his or her own original art work or hand crafted work, all goods must be approved by committee. If you are vendor of goods that are not hand crafted you are welcome to sell with approval of committee.

**EXIBITORS MAY DEMONSTRATE THEIR CRAFT IF THEY CHOOSE AND WE ENCOURAGE YOU TO DO SO.
Electricity is not provided for vendors.**

Application deadline is July 10, 2017 - Late applications will be accepted if we have open vendor space.

Coxsackie Riverside Festival 2017

Application and Contract for Art/Craft Vendors

Date: August 5, 2017 (Rain date is August 6, 2017)

Location: Riverside Park, Coxsackie, NY in the Historic Reed Street Area

Booth Set Up:

- Set up begins at 7:00 am and booth must be open for service by 10:30 am. Your booth should remain open until end of event. ***If you need early breakdown please make arrangements ahead of time.*** Remember the festival will be in full swing from 6:00pm till 10:00pm. The firework display will be at or around 9:00 pm. If you want to or require set up the night before festival please advise us in advance.
- Booth size is 10 x 10 you may reserve more than one space if you need more room. We will do our best to meet your needs.
- You are responsible for providing your own table, chairs, tents and all other equipment you may need to operate and set up your space. You will be outside either on grass or black top. We will not cancel for light rain.
- Vendors are responsible for collecting and paying all NYS sales taxes, and for abiding by all local, state, and or federal guidelines and laws.
- No Village Peddlers permit is needed.
- All exhibitors/vendors shall defend, indemnify and save harmless the Village of Coxsackie, the NYS Parks and Recreation and the Arts Council, and their employees, volunteers, agents against all claims, damages, losses, and expenses (including without limitation, reasonable attorney's fees) arising out of or in consequence of any neglect or intentional, act or omission of the Exhibitor/Vendor or their employees, agents and/or volunteers for such claims, damages and expenses.
- Exhibitors and vendor is solely liable for equipment (installation, operation and tear down) and any other personal property at the festival. Exhibitor/vendor represents they has insurance coverage for the said item to cover loss due to vandalism, theft, or any other casualty. Any losses due to fire, theft, damage or injury is the sole responsibility of the exhibitor/vendor. It is specifically agreed that the Village of Coxsackie and the NYS Dept. of Parks and Recreation and the Village Council on the Arts shall be held harmless for any claim of theft, vandalism, casualty and/or loss. The Festival Committee will not assume any responsibility or liability for loss of damage to vendor's property or space.

PARKING:

- You the vendor will receive your parking passes and vendor ID in your acceptance letter. Your vehicle will not be able to enter the site for unloading and loading without parking pass.
- All vendors are to park offsite after unloading and set up. Handicapped parking is available for vendors in need, please show proof of Handicapped parking permit and make note on application. Vehicles are not guaranteed to be available at your site during festival.

BOOTH HOUSE KEEPING AND TEAR DOWN:

- Your booth must be clean and free of all garbage.
- All vendors must be ready to open no later than 10:30 am.
- Early break down is a possibility (not guaranteed) if requested ahead of time.
- Riverside Festival is a family friendly event and any and all items not deemed fit for families will be removed at the direction of the festival committee and or law enforcement.
- We will not tolerate any inappropriate behavior and/or language, under the discretion of committee members, volunteers, law enforcement you may be asked to pack up your booth and leave (with no refund) should you or anyone operating or affiliated with your booth act in an appropriate manner.

REFUNDS:

- Refunds will only be given if application was not accepted or if the festival is cancelled before festival date. There will be no other refunds.

I understand and will abide by all rules/expectations of this contract:

Signature _____ **Date:** _____

Please sign and return with payment.

COXSACKIE RIVERSIDE FESTIVAL VENDOR APPLICATION 2017

August 5, 2017 (Rain Date August 6, 2017)

11:00 am – 10:00 pm

Vendors must operate their business in a professional manner, and are subject to removal at the request of the festival chairperson, committee, volunteers and or law enforcement.

I understand and agree to abide by the contract, policies, procedures enclosed upon acceptance of my application; this form will be binding and will represent the terms of the permit agreement. I have enclosed proper payment, signed contract and application. I have been informed that booth fees are only returnable if application is not accepted or the festival is cancelled unexpectedly prior to festival date. There will be no other refunds.

VENDOR NAME: _____ **Contact name:** _____

Address: _____

Day phone #: _____ **Evening phone #:** _____

Cell phone #: _____ **Email address:** _____

ITEMS BEING SOLD: _____

Please enclose photos if possible.

How many parking passes: _____

I need handicap parking _____ please attach copy of permit

(Only vehicles that are involved with transporting necessary items for set up and/or breakdown receive parking passes).

- ❖ I will require set up the evening before: Yes or No
- ❖ I will require early break down day of festival: Yes or No
(Early break down is at 6pm)

Signature: _____ **Date:** _____

Application dead line is July 10, 2017. Late applications will be accepted if space is available. Please send with payment.

Please make necessary copies for your records of the signed forms and mail back the original to:
Coxsackie Riverside Festival
119 Mansion Street
Coxsackie NY 12051