

COXSACKIE RIVERSIDE FESTIVAL

Saturday, September 21, 2024

Rain Date Sunday, September 22, 2024

11:00 am – 10:00 pm

Fireworks at Dark

Dear Craft Vendors:

We would like to invite you to be a vendor at the **2024** Annual Coxsackie Riverside Festival!

Last year was a huge success and we are extremely excited to be well underway planning for this year.

If you have any questions, please email us at coxsackieriversidefestival@gmail.com or visit our Facebook page and leave a message at <https://www.facebook.com/riversidefestivalcoxsackieny>

Committee Contacts:

Shelley Pascuzzi: (518) 588-7170

Stefanie Sitcer: (518) 894-3855

Erin Kennedy-Scott: (518) 491-4837

Festival Application and Fees:

The festival booth fee for all arts/crafts vendors is **\$75.00 for a 10 x 10 space.**

Please complete and sign the enclosed festival application and contract. Please also send pictures of your products and an insurance certificate if necessary. Make checks payable to Coxsackie Riverside Festival and mail to address on application.

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

****We do our best to not have duplicate vendors. Some vendors may sell some of the same items, but we will limit very similar vendors****

Electricity is not provided for vendors

Application deadline is August 16, 2024 - Late applications will be accepted if we have open vendor space. Please send ASAP as spots will fill quickly.

Coxsackie Riverside Festival 2024

Application and Contract for Art/Craft Vendors

Date: Saturday, September 21, 2024 w/ Rain Date of Sunday, September 22, 2024

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 9PM. **There is NO early breakdown BUT if you do not want to stay for fireworks you are permitted to break down prior to the start of fireworks.** Festival runs from 11:00 AM – 10:00 PM. If you want or require set up the night before festival, please advise us in advance. Not responsible for any items left overnight.
- 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 are solely liable for equipment (installation, operation, and tear down) and any other personal property at the festival. Exhibitor/vendor represents they have 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 or damage to vendor's property or space.

PARKING:

- You, the vendor, will receive your parking passes and vendor ID upon arrival on festival morning.
- 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 (Handicapped parking is NOT guaranteed – limited parking). 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.
- Riverside Festival is a family friendly event 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 the application was not accepted or if the festival is cancelled before festival date. There will be no other refunds.

**COXSACKIE RIVERSIDE FESTIVAL
VENDOR APPLICATION AND CONTRACT 2024**

September 21, 2024

11:00 am - 10:00 pm

Booth up and running by 10:30am

Booth shut down no earlier than 9pm (unless prior to fireworks)

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, and 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.

I need handicap parking ____ Please attach copy of permit.

❖ I will require set up the evening before: Yes or No

Signature: _____ **Date:** _____

Application deadline is **August 16, 2024**. Late applications will be accepted if space is available.

Please make payment out to Cossackie Riverside Festival and send with your application.

Please make necessary copies for your records of the signed forms and mail back the original to:

Cossackie Riverside Festival
119 Mansion Street
Cossackie NY 12051