

Corning Rotary Juried Arts and Crafts Holiday Festival 2023
 Saturday, November 18, 2023 9 AM – 6PM
 Corning-Painted Post Middle School
Exhibitor Application Form

Contact Last Name: _____ Contact First Name: _____
 Company Name: _____ Address: _____
 City: _____ State: _____ Zip: _____
 Email: _____ Phone: _____
 Website/Social Media URL's: _____
 Tax ID+#: _____ (Sales Tax Certificate must be displayed during the event).

Exhibit/Business Description: _____

Exhibitor Product Type (check all that apply):

- | | | | |
|--|--|--------------------------------------|---|
| <input type="checkbox"/> Baskets | <input type="checkbox"/> Dolls/Minatures | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Pets |
| <input type="checkbox"/> Bath/Beauty | <input type="checkbox"/> Edibles | <input type="checkbox"/> Kids | <input type="checkbox"/> Photography |
| <input type="checkbox"/> Books | <input type="checkbox"/> Florals/Herbals | <input type="checkbox"/> Knitting | <input type="checkbox"/> Plants |
| <input type="checkbox"/> Candles | <input type="checkbox"/> Folk Art | <input type="checkbox"/> Metal | <input type="checkbox"/> Quilts Sculpting |
| <input type="checkbox"/> Candy | <input type="checkbox"/> Furniture | <input type="checkbox"/> Music | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Ceramics/Pottery | <input type="checkbox"/> Glass | <input type="checkbox"/> Paper Goods | <input type="checkbox"/> Vintage |
| <input type="checkbox"/> Christmas/Holiday | <input type="checkbox"/> Glass | <input type="checkbox"/> Paper Goods | <input type="checkbox"/> Weddings |
| <input type="checkbox"/> Clothing | <input type="checkbox"/> Houswares | <input type="checkbox"/> Painting | <input type="checkbox"/> Woodworking |
| <input type="checkbox"/> Textiles | | | |
- Other _____

Businesses: (Check all that apply):

- Green/Eco Friendly Family/Community Service Food/Beverage Retail
 Non-Profit Other: _____
 Number of Each Vehicle: Car ___ Truck ___ Trailer ___ License Plate #: _____
 License Plate #: _____

Space Requirements:

Indicate below the number of table spaces requested and any charges. If you require 2 spaces, you will have to pay for 2 spaces. **Space is limited. These are Early Bird Prices. After 08/01/23 Spaces will increase by \$15 per space.**

___ 10' X 8' Art/Craft Vendor space Single@ \$80.00 ___ Double@ 22' x 8' \$145 \$ _____
 ___ Will you Require Electricity (1-20 AMP Outlet) @ \$20.00 (First Come/First Serve) \$ _____
 Total \$ _____

FOR ROTARY USE ONLY

Processed by: _____ Date: _____ Amount: _____ Cash/Check: _____
 Booth Sitter: _____ Booth# _____ Lunch Pick-up from Food Truck: (Cash Required) _____

List all types items/products of Arts/Crafts you will have for sale at the festival (attach additional sheets if necessary). If the item is not listed on this application, you will not be allowed to sell or display it at the festival. The festival reserves the right to limit the number of vendors with similar items. All items will be under review. We do not want to have too many of the same thing sold as it will decrease everyone's sales during the festival. Vendors may only sell items which are listed on the application and/or have previously been approved.

Arts and Crafts: Please be very specific and avoid generic terms in your description. Unapproved or unlisted item offerings will result in removal of items from event. The jury's decision will be final.

Please describe your booth and provide 3-5 pictures (preferably electronic jpg.gif. png. etc.) (1) of the items that you will be selling, (2) your vendor setup/layout inside of booth/table. Be sure to include the vendor's name on the back of the photos if you are sending via regular mail. Vendor's photos will not be returned. Your submitted photos or site URL's may be used to promote your presence at the festival.

THIS IS A JURIED EVENT. Sending in an application does not guarantee acceptance. Vendors not selected will be placed on a waiting list and will be notified if an opening becomes available. If not selected, your check will be shredded. Vendors will be notified of their acceptance by September 30 via email or mail if email is unavailable. For more information, contact:

Corning Rotary contact person name and email: **Kate Foss** via email at: corningnyrotaryevents@gmail.com. Or mail to **Corning Rotary, P.O. Box 84, Corning, NY 14830**. We wish everyone a successful show!

I HAVE FILLED OUT THIS APPLICATION TO THE BEST OF MY ABILITY AND HAVE READ THE VENDOR RULES. I RECEIVED A COPY OF THESE RULES AND REGULATIONS AND I AGREE TO ABIDE BY THEM. (All Rules and Regulations are listed below. Please keep a copy for your records.)

Signature _____ Date _____

Printed Name _____

Business Name _____

All applications must be received by September 1, 2023. Only completed applications with signatures, the Release of Liability and Waiver Agreement, the Indemnity Agreement, and payment will be accepted. Make checks payable to Corning Rotary, P.O. Box 84, Corning, NY 14830. *A \$35.00 charge will be assessed for all NSF returned checks. Please make a copy of the complete application and forms to keep for your records. Incomplete applications will not be considered.*

RELEASE OF LIABILITY AND WAIVER AGREEMENT

I, (print name) _____, AGREE TO THE FOLLOWING:

That I am over eighteen years of age, and that I have read and understood this Release of Liability and Waiver Agreement.

That I hereby waive, release and discharge from any and all claims or liabilities for death, personal injury, property damage, theft, or damages of any kind, whether or not attributable to the negligence of Corning Rotary or the City of Corning, or the Village of Painted Post and/or any agents, successors, assigns, or employees of Steuben County which may arise out of my use of the facilities at the Corning-Painted Post Middle School, 35 Victory Highway, Painted Post, NY 14870.

That I do hereby agree to indemnify and hold Steuben County and/or any agents, successors, assigns, or employees of Corning Rotary Club from and against any and all damages, losses, liabilities, obligations, penalties, claims, litigation, demands, defenses, judgements, suits, proceedings, costs, disbursements, or expenses of any kind or nature whatsoever (including, without limitation, attorney’s fees and experts fees and disbursement) which may at any time be imposed upon, incurred by or asserted or awarded against Corning Rotary or Steuben County and/or any agents, successors, assigns, or employees thereof which relates to or in any way arises out of acts or omissions connected to my use of the facilities of the Corning Painted Post Middle School, regardless of whether or not said acts or omissions were made by myself, my guests, or any vendors employed by myself in connection with my use of the facilities of the Corning Painted Post Middle School and the Members of Corning Rotary.

Signature _____ Date _____

Printed Name _____ Business Name _____

INDEMNITY AGREEMENT FOR VENDORS

I, (print name) _____, AGREE TO THE FOLLOWING:

The use and reproduction of any and all photographs and/or video clips taken of me, in any form whatsoever for use in the Corning New York Rotary Club newsletter, brochures, flyers, on the County and department websites, and in any other publications produced for Corning Rotary, City of Corning, Village of Painted Post, or the County of Steuben. The use of my name in any form whatsoever for use in Corning Rotary’s newsletter, brochures, flyers, on the County and department websites, and in any other publications produced by Rotary for the Corning Rotary Arts and Crafts Holiday Festival. I have read this document and am fully aware of the content and implications, legal and otherwise

Signature _____ Date _____

Printed Name _____ Business Name _____

Rules & Regulations

Set Up/Break down

1. All vendors must sign in at the vendor registration table prior to setting up. An official will direct you to your space as needed.
2. Set up will be available on November 17, 2023 from the hours of 6:30 PM to 9:30 PM (subject to change). All vehicles must be removed from the building area by 10:00 PM both days. Late arrivals will not be allowed to set up and you will forfeit your application fees.
3. You must be ready to open your booth 15 minutes prior to the festival opening at 9 AM, November 18, 2023. Vendors may arrive for final booth oversight at 6 AM Saturday morning.
4. Vendors must unload their vehicles completely and move/park their vehicle before setting up their booth. There will be Festival personnel available to sit at your table space while you park your vehicle.
5. All vendors are expected to remain during specified times barring medical emergencies. If you cannot be open during the required times, please do not submit an application.
6. A soft break down can start after 5:45 PM. Please come prepared to stay open until 6 PM. For obvious safety reasons, vendors cannot bring their vehicles into the loading area until all patrons have cleared the area.
7. Vendors cannot move their vehicles into the festival area for loading until their booth area is completely packed and sitting on the side for quick loading after 6 PM.
8. All exhibitors/vendors are responsible for disposing of their own waste. Each exhibitor shall clear their space of all trash at breakdown; and take said trash with them. May not dispose of onsite at the school.

Parking

1. No vehicles, except food trucks and festival vehicles, may remain in the front parking lots – between the school and the highway. **All vendors MUST PARK in the area reserved for vendor parking.** No vehicle or trailer will be allowed in the exhibition area during festival hours.
2. Vendor parking is available in designated areas of the parking lots.
3. Vendors are allotted one (1) parking pass (per booth) that must be displayed in the front window of the vehicle.

Arts/Crafts Vendor Specific Regulations

1. All crafts **must** be hand-crafted or homemade by the vendor. All items will be juried for entrance into our event.
2. Craft vendors that sell edible items will be allowed to have samples for potential buyers (Individually packaged for consumption). You will be placed in the area where sale of food is allowable. Please let us know if you will have samples due to table placement.

Informational Vendor Specific Regulation

1. This is a non-political event. No booth will be rented to a political party endorsing a candidate standing for election. No booths displaying political advertising will be permitted.
2. The distribution or sale of any literature outside of the booths is strictly prohibited. Literature that does not violate any of the rules on the merchandise, booth types, or displays may be made available within the booth space. No distribution, canvassing, flyers, or vending of any kind may be done by strolling through the festival area.

Additional Vendor Rules

1. Display Area: Display areas are an average of 10-feet wide by 8-feet deep for a single space and 22 feet x 8 feet deep for a double space.
2. Vendors are encouraged to provide their own display set-up: panels, tables, chairs, etc. If you need a table, we can provide a six-foot table and two chairs at \$5 (Five Dollars). These must be requested in advance.
3. No generators are allowed to be used in the festival area with the exception of food trucks. **Battery powered generators, however, will be permitted.**
4. If you require electricity, you must provide your own 100 foot, three wire, and grounded electrical extension cord -- wire gauge adequate for your electrical appliance usage.
5. Displays must be professional and aesthetically pleasing. Handwritten signs must be neat and attractive.
6. Vendors must post prices in a legible manner and in a visible place within their booth.
7. Reselling or subleasing booth space is not permitted. You may not share a space with another vendor.
8. Vendors are expected to keep the area around their booth clean and litter free. Walkways must be kept clear for visitors and emergency personnel. Booths must be clean at all times. All vendors are responsible for removing their own trash and taking it offsite (no trash can be disposed of at the school).
9. All business activity must be confined within the designated rented space only. No distribution, canvassing, flyers, or vending of any kind may be done by strolling through the festival areas.
10. No raffles in exchange for money may be held, but booth prizes given away randomly for no money purchase are allowed. The festival committee must approve in writing all giveaways and samplings. Please include a written description of your intent to award booth prizes with your application. No beverage may be sold or distributed as "sample" or "free".
11. Festival Committee reserves the right to cancel any vendor agreement/partnerships/sponsorship at any time, for any reason.
12. The Festival and its organizers do not warrant or guarantee any particular results of the event, nor does it guarantee a particular number of attendees or exhibitors.
13. All vendors are responsible for filing their own taxes with the state. All persons, companies or organizations renting booth/concession space do so as independent contractors and not as employees or agents of the festival or its management herein, and as such assume all responsibility for withholding taxes, Social Security, State taxes, public liability and Worker's Compensation Insurance and also assume responsibility for insurance coverage to, from, and during the festival and for accident or injury to their equipment.
14. Pets are not allowed in the school; however officially designated service dogs are permitted. Paperwork must be provided as proof of service dog prior to the event.
15. Vendors and all employees must be properly attired at all times.
16. All booths must be staffed **at all times** during the festival. There will be personnel available to sit at your booth for quick bathroom breaks etc. Staff will be available to sit at your table for a short time while you obtain food if you do not have another individual to staff your table area. This will be arranged prior to beginning of the event.
17. Megaphones and electronic amplification are not permitted. No radios, tape players, offensive noise, or distractions are permitted in booth spaces. Common courtesy to event attendees, volunteers, and festival personnel is expected of all participants.

18. Smoking or vaping are not allowed on or in the school grounds.

19. Alcoholic beverages and/or drugs and/or drug paraphernalia are not permitted on the property. Vendors will not be allowed to consume, serve or sell alcoholic beverages of any kind on festival property. Vendors are not permitted to bring alcohol on the premises.

Weather Policy/Rain Date

20. Weather Policy: The Rotary Arts and Crafts Holiday Festival is planned and promoted as rain or shine. However, if this event occurs under severe weather that may pose safety concerns for participating members and the general public, that may require modifications to the event. In such extreme cases, based on current conditions and best judgment, Corning Rotary, in consultation with the Festival Committee, Chair, and the Board of Directors, may postpone the opening of an event, announce an early closure, or temporarily close an event. Circumstances that justify amending our events include but are not limited to: sustained winds in excess of 50 mph, tornado warnings, flood warnings, and other severe weather/road conditions. No refunds are afforded to participants if such an incident occurs.

Any violation of the rules and regulations stated above will exclude vendors from participating in future shows and may result in the loss of exhibit space without a refund. Your request to exhibit or sell will imply acceptance of these rules and regulations. Vendors who do not abide by our rules may be asked to leave and will not receive a refund. I have read and acknowledge these Rules and Regulations.

Signature _____ **Date** _____

Printed Name _____ **Business Name** _____