

NAPLES GRAPE FESTIVAL -- RULES & REGULATIONS
September 25th and 26th, 2021 -- 10am to 5:00pm
APPLICATION DEADLINE DATE June 1st, 2021 or Until event is full

REQUIREMENTS FOR APPLICATION:

- All applicants, including art & crafter, fresh food venues, pre-packaged / Cottage Industry food vendors are approved by the Festival Committee.
- No Buy/Sell goods allowed
- No import or export goods allowed
- **ALL VENDORS APPLYING MUST INCLUDE 2 works of their product and 1 image of their tent/booth set-up. All images must be emailed to naplesgrapefest@gmail.com No photos or copies will be accepted and application will be declined until images are received in email form.**
- **White tents are mandatory for vendors in the Artist/Craftsman, Pre-packaged/Cottage Industry categories and must have all four sides available.**
- The Festival Committee provides only the applied for space. You must bring your own tent. **NOTE: You must remember that you need to stay within the confines of the booth size you are applying for. If you need additional display area and to have visitors have the ability to walk between yours and the vendor booth next to you – you must apply and pay for the next size up booth. And state on application that you need this extra space for that ability.**
- **No booth sharing is allowed. If products being offered for sale are the same and produced under one name is acceptable.**
- **As electric connections are very limited please only apply for this if absolutely necessary to showcase your product.**
- Each vendor is responsible for collecting / reporting their own sales tax, and displaying your NYS Tax ID Form. Ontario County sales tax rate is currently 7.5%.

FRESH FOOD & PRE-PACKAGED FOOD VENDORS

- A specific and detailed description of electrical and water need is required on application. Placement of booths will be contingent on needs and assigned on a first come first served basis. We have limited electric availability. Those desiring using a generator will be discussed and handled on an individual basis.
- No alcohol sales of any kind.
- **NO DUMPING OF FOOD OR GREASE ON ANY GROUNDS AND YOU MAY NOT PUT USED COOKING OIL IN THE DUMPSTERS. Failure to not use appropriate dumpsters will be noted and you will be declined entrance to future Grape Festivals and charged an additional \$200.00 for clean-up.**
- All food vendors are required to **exhibit a current food permit from the New York State Department of Health.**

EQUIPMENT:

- Exhibitors must provide own display equipment (including tools, extension cords and plugs), set-up and dismantle. **All vendors are responsible for the removal of their own garbage.** Leave the site as you found it! There are large dumpsters located at the High School and Memorial Town Hall. **Sites left not cleaned of all debris will be charged an additional \$200.00 for cleaning and refused admittance to future grape festivals.**
- Please be prepared for outdoor sites. Not all grounds are perfectly level. You will need to have your own materials if you need to level your set-up. Vendors placed on sidewalk / driveways must bring adequate weights. **You May Not Drive Stakes into any blacktopped surface.**

ACCEPTANCE / DECLINE / WAIT LIST:

- Letters of Acceptance / Decline or Wait List will be sent within two weeks of receipt of application for all **RETURNING VENDORS**. **NEW APPLICANTS APPLYING** will receive notification no later than August 15th, 2022.
- ALL FINAL VENDOR ACCEPTANCE INFORMATION OF PARTICIPATION AND SPACE ASSIGNMENT PACKAGES will be emailed mid-late August.
- **NO REFUNDS WILL BE GIVEN UNDER ANY CIRCUMSTANCES TO ANY APPLICANTS AFTER STATUS CONFIRMATIONS ARE SENT.**

PAYMENTS / FEES:

- Vendor booth space fees can be paid by check or with a Credit Card. Credit Card Form is attached to the applications that needs to be filled out legibly & accurately and returned with application.
- **FULL PAYMENT MUST ACCOMPANY YOUR APPLICATION.** No post-dated checks are accepted. **ALL PAYMENTS WILL BE DEPOSITED OR CHARGED IN FULL UPON RECEIPT OF APPLICATION.** Processing of your check or credit card is not an indication that you have been accepted to the show.
- A \$30 fee will be charged for all returned checks. Application will not be put back into system until all fees are paid in full.
- **PAYMENTS RECEIVED AFTER June 1st, 2021 ADD \$25 PER BOOTH LATE FEE.**

REFUNDS:

- If your admission to the show is declined for any reason booth fees will be returned minus a \$35.00 processing fee by check issued from the Naples Grape & Arts Festival, LLC..
- **ABSOLUTELY NO REFUNDS AFTER ACCEPTANCE IS CONFIRMED** (This includes email notification and is the vendors responsibility to check all email notices).

REGISTRATION AND SET-UP:

- **Area 1 (Memorial Town Hall Grounds) -- Everyone must report to Registration (located at the top of the Memorial Town Hall stairs, before beginning set-up.** Vendors located at the Town Hall Site may set up on Friday, September 23rd from 11:00am to 7:00 pm and on Saturday, September 24th, from 7:30am – 9:30am. **NO VENDORS WILL BE ALLOWED TO BEGIN SETTING UP AFTER 7:00pm ON FRIDAY, 9/23 in any areas of the grounds.**
- **AREA 3 VENDORS (Naples High School Grounds)** may set up on Friday, September 23rd, from 4:30pm to 7:00pm and on Saturday, September 24th, from 7:30am to 9:00am. **Big Rig Food Vendors and Sponsors located in the High School parking area need to arrive in Town and parked along Main Street on Friday 9/23 by 4:30pm to line up and be directed to space assignment. Failure to arrive with the Big Rigs at this designated time may potentially effect your getting your allocated space previously assigned to you.** NO vehicles will be allowed in the exhibit areas during show hours of 9:30am to 5:00pm Saturday and Sunday.
- **Remember inclement weather can happen anytime or change suddenly. It is each individual vendor's responsibility to make sure that your booth set-ups are secure. Any damage to another vendors booth or products caused by your lack of inadequately making your booth secure is your responsibility to pay for all damages that occur.**

NAPLES CENTRAL SCHOOL RULE: Absolutely NO vehicles allowed on the school lawn at any time. No alcohol or open containers allowed on school grounds. All garbage must be removed at the end of each day. Please cooperate and be respectful. Do not throw garbage or left over foods on the ground or over fences of private property owners. **Failure to not use appropriate dumpsters will be noted and you will be declined entrance to future Grape Festivals and charged an additional \$200.00 for clean-up.**

ALL VENDORS:

NO PETS OR ANIMALS ALLOWED, accept for service animals. **This includes time during set-up and take-down of vendor booths. No babysitting of pets or animals for friends or family members during the festival.** You will be asked to leave if these rules are not followed and unable to participate in future Grape Festivals.