



# NAPLES GRAPE FESTIVAL — 2017

## Vendor Application

### September 23 and 24, 2017 -- 10am to 5:00pm

## RULES and REGULATIONS

### **Requirements for Application:**

1. All work must be designed and executed by the artist/crafter. **No imported or buy / sell goods will be eligible to be exhibited.** Stuffed animals or dolls must be handmade, not decorated, commercially made products. Work made from kits of any kind are unacceptable. Your work may incorporate with such commercially produced parts as jewelry findings, beads, hinges, or clasps only if the design and execution are primarily your own. No art supplies, commercial displays or plastic flowers. Floral exhibits may consist of no more than 25% silk.
2. This is a **JURIED EVENT**. All **NEW** and **RETURNING** artists are juried each year. **NO PHOTOS or SLIDES WILL BE ACCEPTED – if these items are sent applications will be returned.** All jpegs are to be placed on a CD, that is properly labeled and US mailed to the Grape Festival address. These will be returned to you along with confirmation or rejection notice is sent, **ONLY** if you provide a SASE with adequate postage is included with application. Images may be emailed for jurying to [naplesgrapefest@gmail.com](mailto:naplesgrapefest@gmail.com)
3. On application include description and pricing of works being represented.
4. The jury committee will review by category and dates received. All applications are assigned a number and are reviewed anonymously. The category of jewelry is limited to 22 vendors, aromatherapy is limited to 10 vendors, and photography is limited to 10 vendors.
5. Each vendor is responsible for collecting / reporting their own sales tax, plus displaying your NYS Tax ID Form. Ontario County sales tax rate is currently 7.5%.
6. Fresh Food and Pre-Packaged vendors are exempt from a jury fee. **NOTE:** Pre-packaged food vendors whom do not fully produce and package goods themselves, and use the services of outside producers or packaging will pay the same fees as a fresh food vendor.

### **Fresh and Pre-Packaged Food Vendors:**

1. Are not responsible for a jury fee, but must submit application and check for booth fee(s), plus electric (see application), along with jpegs and description of trailer / booth size and location of selling windows, and list of food and beverage items to be sold, by application deadline. Must be specific about size requirements.
2. Most of our food booths now measure 10' x 15' and have been priced accordingly. There are a limited number of 10' x 10' booths available, but you must fit into a 10'x10' space.
3. Pre-packaged food vendors pay the same fees as an art and craft vendor. To fit into this pricing you must fully create the recipes, produce and package your creations. Pre-packaged vendors using the services of outside companies to produce and or package and bottle their goods will pay the same pricing for size of booth as a fresh food vendor.
4. 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.
5. No alcohol sales of any kind.
6. **NO DUMPING OF FOOD OR GREASE ON ANY GROUNDS.** Failure to not use appropriate dumpsters will be noted and you will be declined entrance to future Grape Festivals.
7. All food vendors are required to **exhibit a current food permit from the New York State Department of Health.**

### **Space Specifications:**

The Official Naples Grape Festival exhibitors and food vendors will display on the front and back lawns of the Naples Memorial Town Hall and across the street in the driveway of the Naples Central School. (See application for further information on space sizes, requirements and pricing). All fees are for the two day event.

### **Equipment:**

1. Exhibitors must provide own display equipment (including tools and extension cords and plugs), set-up and dismantle. **All vendors are responsible for the removal of their own garbage.** Failure to do so may result in the refusal of that vendor to future Grape Festivals. Leave the site as you found it! There are large dumpsters located at the High School and behind the Memorial Town Hall.
2. 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 be bring adequate weights. **You May Not Drive Stakes into any blacktopped surface.**

### **Acceptance / Decline / Wait List:**

Letters will be sent to all vendors as to application status by August 5<sup>th</sup>.

### **Payment / Fees:**

1. **PAYMENTS RECEIVED PRIOR TO JANUARY 1<sup>st</sup>, 2017, DEDUCT \$15 PER BOOTH**
2. See application for space sizes and pricing. Arts and crafts spaces are 10' x10', unless other sizes are requested. Infringement will not be tolerated on neighboring spaces or in aisle ways. There is a limit of three spaces.
3. In an effort to remain competitive with other regional shows, **artists of different medias who choose to share a booth must each pay a regular fee.**
4. Send only one check for full payment to include booth fee, jury fee (\$25.00) and if applying for electric.
5. **FULL PAYMENT MUST ACCOMPANY YOUR APPLICATION.** No post-dated checks are accepted. **ALL PAYMENTS WILL BE DEPOSITED IN FULL UPON RECEIPT OF APPLICATION.** Without full payments your application will not proceed to the jury committee and will not be considered for show acceptance. Negotiations of your check does not indicate acceptance into the show.
6. 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.
7. **PAYMENTS RECEIVED AFTER JUNE 30<sup>th</sup>, 2017, ADD \$25 PER BOOTH.**
8. **Regardless of your tenure with the show, we cannot hold spots if you do not apply on time. Your "usual" spot could be reassigned to a vendor who has paid and applied on time.**

### **Refunds:**

1. If your admission to the show is declined for any reason booth fees will be returned minus the \$25 jury fee.
2. **NO REFUNDS** once acceptance and space assignment are confirmed. **ABSOLUTELY NO REFUNDS AFTER JULY 31<sup>st</sup>, 2017.**

### **Registration and Set-Up:**

**ALL VENDORS must report to Registration before beginning set-up.** Vendors located at the Town Hall Site may set up on Friday, September 22<sup>nd</sup> from 1:00pm to 7:00 pm and on Saturday, September 23<sup>rd</sup>, from 6:00am – 9:30am. Vendors located at the High School parking Lot may set up on Friday, September 22<sup>nd</sup>, from 5:00pm to 7:00pm and on Saturday, September 23<sup>rd</sup>, from 6:00am to 9:00am. **Big Rig Food Vendors and Sponsors located in the High School parking area should plan on arriving in Town and parking along Main Street by 4:30pm to line up and be directed to space assignment. NO vehicles will be allowed in the exhibit areas during show hours of 9:30am to 5:00pm.**

### **Winery / Craft Beer Vendors:**

1. Use application in package, also available on our web site at [www.naplesgrapefest.org](http://www.naplesgrapefest.org)
2. All wine and craft brewers are responsible for obtaining liability insurance as required by the Town of Naples and tasting permits from S.L.A. as required by S.L.A.

**Naples Central School Rule:** Absolutely NO vehicles allowed on the school lawn at any time. 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. Dumpsters are available for your use.

### **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.

*We, the Naples Grape Festival Committee, reserve the right to make a determination on any rules included herein. Members of the Festival Committee will review all vendors. Any work that does not meet with Festival standards outlined above will be excluded. Offenders will be asked to remove all property from the Festival Grounds and will not receive a refund of application fees or acceptance to future shows. All decisions will be final.*



**We welcome your comments and special requests, we will try our best to accommodate any requests, but cannot guarantee that we can.**

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**Check List: Be sure to include ....**

- \_\_\_\_\_ Signed and Dated Application Form
- \_\_\_\_\_ Check for correct amount for booth space(s)
- \_\_\_\_\_ Business Self Addressed envelope with sufficient postage to return CD
- \_\_\_\_\_ 3 images of individual works and 1 of booth display

**For Further Information, Contact:**

**Donna Nichols-Scott, Executive Director (585) 490-1339**

**OR**

**Jo Anne Alliet, Asst. Director & Vendor Liaison (585) 749-2248**

**Naples Grape Festival  
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