



NAPLES GRAPE FESTIVAL
September 26th and 27th, 2020 -- 10am to 5:00pm



APPLICATION DEADLINE DATE APRIL 1st, 2020

RULES /REGULATIONS FOR ARTISAN'S & CRAFTER'S VENDORS

REQUIREMENTS FOR APPLICATION:

1. All applicants are approved by the Festival Committee.
2. All work must be designed and executed by the artist/crafter.
3. **ALL VENDORS APPLYING MUST INCLUDE A jpeg CD OR FLASH DRIVE WITH IMAGES OF 3 WORKS OF THEIR PRODUCT AND 1 IMAGE OF THEIR TENT/BOOTH SET-UP (we ask for white tents only).** The Festival Committee provides only the space area requirement applied for. You must bring your own tent. **ABSOLUTELY NO PICTURES OR PHOTO COPIES WILL BE ACCEPTED.**
4. **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 you must apply and pay for the next size up booth.
5. When Applying for **CORNER BOOTHS** and or electric note that there are very few spaces available with these features. When applying for a corner and or electric, if the festival is unable to accommodate these requests when final grounds layouts are done you will be refunded \$40.00 for the corner as well as either the \$40 or \$60 electric fees. Be sure to indicate on application that you must have these accessories to be able to best offer your products.
6. 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%.

EQUIPMENT:

1. 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 behind the 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.**
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 bring adequate weights. **You May Not Drive Stakes into any blacktopped surface.**

ACCEPTANCE / DECLINE / WAIT LIST:

1. **Returning Vendor Spaces will not be held if application is received after the April 1st, 2020 date.**
2. 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 April 10th, 2020.
3. ALL FINAL VENDOR ACCEPTANCE INFORMATION OF PARTICIPATION AND SPACE ASSIGNMENT PACKAGES will be emailed early August.
4. **NO REFUNDS WILL BE GIVEN UNDER ANY CIRCUMSTANCES TO ANY APPLICANTS AFTER STATUS CONFIRMATION LETTERS ARE SENT.**

PAYMENTS / FEES:

1. **If you pay for your booth before January 15th , 2020 you are entitled to a \$15 discount on your booth fees.**
2. In an effort to remain competitive with other regional shows, artists of different media's who choose to share a booth must each pay a regular fee.
3. Vendor booth space fees can be paid by check or with a Credit Card. See attached Credit Card Form that needs to be filled out legibly & accurately and returned with application.
4. **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.
5. 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.
6. **PAYMENTS RECEIVED AFTER APRIL 1st, 2020 ADD \$25 PER BOOTH**
7. **Regardless of your tenure with the show, we will only hold spots if you apply on time. Should you choose to apply after April 1st 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 less a \$25 processing fee. If your admission to the show is declined for any reason booth fees will be returned minus a \$25 processing fee, via the same method by which you paid. Please be aware your bank may take several days to show a credit to your credit card regardless of when we issued the credit to your account.
2. **ABSOLUTELY NO REFUNDS AFTER ACCEPTANCE LETTER IS CONFIRMED** (This includes email notification and is the vendors responsibility to check all email notices).

REGISTRATION AND SET-UP:

1. **ALL VENDORS must report to Registration before beginning set-up.**
2. Vendors located at the Town Hall Site may set up on Friday, September 25th from 11:00am to 7:00 pm and on Saturday, September 26th, from 7:00am – 9:30am. **NO VENDORS WILL BE ALLOWED TO BEGIN SETTING UP AFTER 7:00pm ON FRIDAY, 9/25 in any areas of the grounds. If you have registered and begun setting up prior to 7:00pm you may continue to do so, but must leave grounds by sunset.**
2. Vendors located at the High School parking Lot (known as AREA 3) may set up on Friday, September 25th, from approx. 5:00pm to 7:00pm and on Saturday, September 26th, from 7:00am to 9:30am. **NO** vehicles will be allowed in the exhibit areas during show hours of 9:30am to 5:00pm Saturday and Sunday.
3. **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 vendor's booth or products caused by your negligence in securing your booth is your responsibility to pay and you will be responsible 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.

All Fees are due at time of application. Make checks payable to: Naples Grape Festival
Mail Completed Applications and Full Payment To:

Naples Grape Festival, P.O. Box 70, Naples, New York 14512

If using a credit card for payment, the images, application, credit card authorization form can be emailed to **naplesgrapefest@gmail.com**

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 (during non-show hours) and will not receive a refund of application fees or acceptance to future shows. All decisions will be final.



NAPLES GRAPE FESTIVAL
September 26th and 27th, 2020 -- 10am to 5:00pm
APPLICATION DEADLINE DATE APRIL 1st, 2020 or Till Full
ARTISAN & CRAFTER'S VENDOR APPLICATION



The heart and soul of the Naples Grape Festival has always been to feature local and regional hand made artists and crafters. To that end and to stay true to our roots, first choice and lower booth rentals will always default to the hand made. We also recognize the changing culture of festivals and visitor requests. Should you wish to represent a product or company that does not offer hand made arts or crafts you may apply to our festival under the following circumstances:

- We reserve the right to accept or reject any application
- Booth fees for non hand made items for sale will be determined based on size of booth, booth location, a long term history of attending the festival and will be limited to only 2 at most 3 of any particular industry. We will not accept vendors in this category in direct competition with our handmade long term vendors. If you want booth space under this category you **MUST** contact us either by sending in an application stating you are not -handmade and explaining your product/company in detail or you may contact us directly at naplesgrapefest@gmail.com or calling our Assistant Director & Vendor Liaison at 585-749-2248 or our Executive Director at 585-490-1339.

Name: _____ **Business Name:** _____
Mailing Address: _____
City / State / Zip Code: _____
Telephone: (Daytime) _____ **(Evening)** _____ **(Cell)** _____
Web Site _____ **E-Mail** _____

CATEGORY OF WORK TO BE EXHIBITED (Choose only one that best represents your product)

- Ceramics Painting Textiles Glass Digital art Jewelry Leather Metal
 Mixed media Photography Printmaking Wearable art Wood
 Candles (strictly made by applicant) Candles (Made by commercial company & sold under your name/business name)
 Aromatherapy (lotions, soaps, cosmetic)
 Aromatherapy (Made by commercial company & sold under your name/business name)
Please check appropriate box Certified producer of body products Non-Certified

DESCRIPTION OF WORK PROCESS

Image Files & Pricing : # 1 _____
2 _____
3 _____
4 (BOOTH IMAGE) _____

ELECTRIC FEES: _____ @ \$40 additional charge per 20 amp, 120 volt circuit (Maximum 2)
(Very limited electric available) _____ @ \$60 additional charge per one 30 amp, 220 volt circuit (Maximum 1)

ART & CRAFT BOOTH FEES:

<u>Standard Booths</u> <u>(Product produced solely by applicant)</u>	<u>Fees for Candle / Aromatherapy products</u> <u>produced / packaged by Outside Company and</u> <u>Being Sold under applicant name or business name</u>
_____ \$250 (10' frontage x 10' deep) _____ \$290 corner	_____ \$350 (10' frontage x 10' deep) _____ \$390 corner
_____ \$345 (15' frontage x 10' deep) _____ \$385 corner	_____ \$390 (15' frontage x 10' deep) _____ \$430 corner
_____ \$425 (20' frontage x 10' deep) _____ \$465 corner	_____ \$470 (20' frontage x 10' deep) _____ \$510 corner
_____ \$625 (30' frontage x 10' deep) _____ \$665 corner	_____ \$670 (30' frontage x 10' deep) _____ \$710 corner

As an exhibitor, I agree to the conditions and requirements of this show. I agree that the Naples Rotary Club, Naples Historical Society or the Naples Grape Festival Committee will not be held responsible for any theft, loss of property, or personal injury suffered during or as a result of your participation in the Naples Grape Festival.

Signature _____ Date _____

Make checks payable to Naples Grape Festival and Mail To: Naples Grape Festival, P.O. Box 70, Naples, N.Y. 14512

For Festival Committee Use:

Date Received _____ Check # _____ Charge: _____ Amount _____ Elect. \$ _____ App. # _____
Space # _____ Vendor Code _____ Confirmation Sent _____

NAPLES GRAPE FESTIVAL CREDIT CARD CHARGE FORM

**IF PAYING VIA CREDIT CARD THIS FORM MUST BE FILLED IN
AND RETURNED WITH APPLICATION
PLEASE WRITE CLEARLY & ACCURATELY**

Name As It Appears On Card: _____

Credit Card Billing Address: _____
(Street Address)

(City, State, Zip Code)

Telephone No. of Card Holder: _____

CC Acct. No. As Shown On Card: _____

Expiration Date: _____

CVV Code (On Back of card): _____

\$ Amount to Charge Credit Card: _____

Email Address to mail receipt to: _____

Name of Person Authorized to provide the above credit card info.: _____

Phone Number for Authorized Person providing information: _____

Signature of Individual Authorizing Charge: _____

We welcome your comments and special requests. We will try our best to accommodate any requests, but cannot guarantee that we will have spacing available to meet your specific needs.

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

P.O. Box 70

Naples, New York 14512

E-Mail: naplesgrapefest@gmail.com

Website: www.naplesgrapefest.org