



**NAPLES GRAPE FESTIVAL**  
September 26th and 27th, 2020 -- 10am to 5:00pm  
**APPLICATION DEADLINE DATE APRIL 1<sup>st</sup>, 2020**



**RULES /REGULATIONS FOR PRE-PACKAGED FOOD VENDORS**

**REQUIREMENTS FOR APPLICATION:**

1. All pre-packaged food vendors are approved by the Festival Committee regardless of tenure.
2. Completed application packages must include completed application, images, full payment (checks or charge), food production licenses, additional insured (this document does not have to be in initial package but must be in house no later than 07/01/2020). Packages can either be US Mailed or emailed (if paying by credit card).
2. **PRE PACKAGED FOODS DO NOT NEED TO SEND IMAGES OF THEIR PRODUCT, HOWEVER WE WOULD LIKE TO SEE AN IMAGE OF YOUR BOOTH SET UP TO INSURE IT IS TASTEFUL AND COMPLIMENTS THE FESTIVAL.** The Festival Committee provides only the space area requirement applied for. You must bring your own tent and all set up materials. (*we ask for white tents only*) **ABSOLUTELY NO PICTURES OR PHOTO COPIES WILL BE ACCEPTED.**
3. **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 a larger size booth.
4. 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%.
5. For applicants in this category to fit into the standard pricing you must fully create the recipes, produce and package your creations. Pre-packaged food vendors using the services of outside companies, or buying complete product from an outside company and just adding your own business name labels or family to produce and or package and bottle their goods will pay additional fee.
6. All pre-packaged vendors must include copies of license for food production in NYS (if made or purchased from an outside company than a copy of their license for food production). You will also need to provide a copy of additional insurance naming the Town of Naples and The Naples Grape & Art Festival, LLC for \$1,000,000.00. Insurance certificates must be made available no later than 07/01/2020.
7. No sales of T-Shirts, jewelry, cups/glasses, monogrammed/stenciled items are allowed.
8. No alcohol sales of any kind are allowed or to be added to your product being offered or sampled.

**EQUIPMENT:**

1. Exhibitors must provide own display equipment, 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 1<sup>st</sup> 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 10<sup>th</sup>, 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. You are entitled to a \$15 early payment deduction in your booth fee if you apply and pay before Jan. 15, 2020
2. 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 1<sup>st</sup>, 2020 ADD \$25 PER BOOTH**
7. On time payment entitles you to your same space, providing any new layout design changes have not occurred. Should you choose to apply after the deadline, we will no longer hold spots if you do not apply on time or 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 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 IS CONFIRMED** (This includes email notification and is the vendors responsibility to check for all email notices) 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.

**REGISTRATION AND SET-UP:**

1. **ALL VENDORS** must report to Registration before beginning set-up.
2. Vendors located at the Town Hall Site (known as **AREA 1**) may set up on Friday, Sept. 25<sup>th</sup> from 11:00am -7:00 pm and on Saturday, Sept. 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.**
3. Vendors located at the High School parking Lot (known as **AREA 3**) may set up on Friday, Sept. 25<sup>th</sup>, from approx. 5:00pm to 7:00pm and on Saturday, Sept. 26th from 7:00am to 9:00am. NO vehicles will be allowed in the exhibit areas during show hours of 9:30am to 5:00pm Saturday and Sunday.
4. 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](mailto: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 21 and 22, 2020 -- 10am to 5:00pm**  
**APPLICATION DEADLINE DATE APRIL 1<sup>st</sup>, 2020 or Till Full**



**PRE-PACKAGED FOODS VENDOR APPLICATION**

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

**CATEGORY OF WORK TO BE EXHIBITED**     Pre-Packaged Food Vendors

**DESCRIPTION OF WORK PROCESS** (Describe fully what products it is you are offering (i.e. spices, rubs, oils, etc)  
 \_\_\_\_\_  
 \_\_\_\_\_

**Image Files & Pricing :** # 1 \_\_\_\_\_  
 # 2 \_\_\_\_\_  
 # 3 \_\_\_\_\_  
 # 4 (BOOTH IMAGE) \_\_\_\_\_

**ELECTRIC FEES:** \_\_\_\_\_ @ \$40 additional charge per 20 amp, 120 volt circuit (Maximum 2)  
 \_\_\_\_\_ @ \$60 additional charge per one 30 amp, 220 volt circuit (Maximum 1)

**PRE-PACKAGED FOOD BOOTH FEES:**

**NOTE: CORNER BOOTH (represents only 1-corner open) are very limited quantity.** When applying for a corner, if the festival is unable to accommodate this request when final grounds layouts are done you will be refunded \$40.00 after final layouts of space assignments are completed. Be sure to indicate that you will be unable to participate if a corner is not available to you.

<b>Standard Booths</b>	<b>Fees if product is produced</b>
<b>(Product produced solely by applicant)</b>	<b>by Outside Company</b>
_____ \$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

Remember to be sure to include a copy of your NYS food production license or the outside company's food production license. By 07/01/202 have insurance agent email to us at [naplesgrapefest@gmail.com](mailto:naplesgrapefest@gmail.com) a copy of your insurance adding the Additional Insured Policy for \$1,000,000.00

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](mailto:naplesgrapefest@gmail.com)**

**Website: [www.naplesgrapefest.org](http://www.naplesgrapefest.org)**