



NAPLES GRAPE FESTIVAL
September 21 and 22, 2019 -- 10am to 5:00pm
APPLICATION DEADLINE DATE APRIL 1st, 2019



RULES /REGULATIONS FOR ARTISAN'S, CRAFTER'S & PRE-PACKAGED FOOD VENDORS

REQUIREMENTS FOR APPLICATION:

1. All applicants, including pre-packaged food vendors 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 WITH IMAGES OF 3 WORKS OF THEIR PRODUCT AND 1 IMAGE OF THEIR TENT/BOOTH SET-UP** (white tents are preferred). The Festival Committee provides only the 10 x 10 empty space. You must bring your own tent. **Absolutely no pictures or photo copies will be accepted.** Must be properly labeled and US mailed to the Grape Festival address. Include a SASE with adequate postage for return of CD.
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 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.**
5. 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 AND PRE-PACKAGED FOOD VENDORS:

1. All Vendors in either of these 2 categories 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 **To fit into the standard 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 AND YOU MAY NOY 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.**
7. All food vendors are required to **exhibit a current food permit from the New York State Department of Health.**

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 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, 2019.

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 CONFIRMATIONS ARE SENT.

PAYMENTS / FEES:

1. PAYMENTS RECEIVED PRIOR TO JANUARY 15th, 2019, DEDUCT \$15 PER BOOTH

2. 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.
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, 2019 ADD \$25 PER BOOTH

- 7. Regardless of your tenure with the show, 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.

- 2. 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:

- 1. ALL VENDORS must report to Registration before beginning set-up.** Vendors located at the Town Hall Site may set up on Friday, September 20th from 1:00pm to 7:00 pm and on Saturday, September 21st, from 7:00am – 9:30am. **NO VENDORS WILL BE ALLOWED TO BEGIN SETTING UP AFTER 7:00pm ON FRIDAY, 9/20 in any areas of the grounds.**

2. Vendors located at the High School parking Lot (known as AREA 3) may set up on Friday, September 20th, from 5:00pm to 7:00pm and on Saturday, September 21st, from 7:00am 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 9/20 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.

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 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.

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 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

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