

FESTA (Fort Edward Strategic Alliance)
Fort Edward Heritage Days Summer Celebration
Friday, June 23rd and Saturday, June 24th, 2017

Reservation Request Form – PLEASE WRITE CLEARLY & COMPLETE ALL QUESTIONS

Name of Business/Organization: _____

Name of Contact: _____

Complete Mailing Address: _____

City _____ State: _____ Zip Code: _____

Telephone Number: _____

E-mail: _____

Booth space: **Craft/Retail** 12'x12' for \$125 **Food** 12' x 12' for \$150

Non-profits focused on children or military 12' x 12' for \$75

all items, equipment and onsite support vehicles must fit inside reserved space

NO EXCEPTIONS regardless of past arrangements – sorry!

Number of spaces requested: _____

Please circle vendor type: Food Craft Retail Demonstrator

Items sold: *Food Vendors must attach a full menu to the form*

Food Vendors may request 1 exclusive for consideration.

Exclusive request: _____

All vendors will be supplied with a 15amp supply. Any additional or special needs MUST be approved in advance. Please specify any special needs.

Electrical needs: _____

*Please contact Dennis Babson at 518-793-7862 for electrical questions.

*Questions??? Please call 518-232-9377 or email feheritagedays@yahoo.com

Return this COMPLETED form, a SIGNED copy of the vendor contract, and your reservation fee (Check or Money Order) to:

STOP!!! Keep a copy of all paperwork for your reference!

<http://www.fortedwardheritagedays.com>

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Rules for Participation as a Vendor

1- This is an application process. No application will be considered a definite contract by FESTA until: (a) the vendor completes the application, (b) the vendor signs and returns the application and a copy of this signed contract, and (c) the reservation rental is paid. There are no verbal commitments to space or services. FESTA will notify you if there are any problems with your application.

2- The application deadline is Monday, June 5th, 2017.

3- Booth space is available to craft vendors, food vendors, retail vendors and non-profit organizations. Please specify on Vendor Reservation Form.

4- This is an agreement for use of space and/or electrical services only. Space may NOT be sub-let or assigned to another person, company or organization. All vendors are responsible for providing their own tables, chairs, trash receptacles and grounded electrical extension cords.

5- Free standing canopies are acceptable, but tarps are not allowed. We recommend bringing strong stakes to tie down your tent. Fire rated tents and fire extinguishers are required.

6- All vendors are responsible for keeping their assigned booth spaces open, manned, clean and in safe order at all times during the event.

7- Booth space is available in 12'x12' increments. All items must fit inside that space or additional space must be purchased. Odd shaped trailers are no exception, for example, an 8'x16' trailer must purchase 2 spaces.

8- A supply vehicle needed for freezers, ice or food preservation that is parked on the fairgrounds will be considered part of your display space and must be reserved in advance.

Absolutely NO exceptions will be made during event set-up.

9- Electrical needs must be clear. One 15amp service is provided per space. Any other needs MUST be listed on the application and approved by Dennis Babson. ***Absolutely no exceptions will be made. Bring extra electrical cords with you.**

10- Food vendors must supply their own electrical generators. We do allow for over-night hookups for coolers.

11- All electrical hookups MUST be done by or under supervision of on-site Event Staff.

12- Designated set-up times are on Thursday, June 22nd, 2017 from 5-8pm and Friday, June 23rd from 10am-1pm. No exceptions will be made unless approved by FESTA in advance.

13- You MUST check-in with Event Staff before entering the grounds. Please be patient, we will get you in to your space.

14- All vendors agree to set up and tear down ONLY during setup and tear down hours and NOT during the event. ***Absolutely NO exceptions.**

15- Designated tear down times are Friday and Saturday from 11pm to 1am. Everything must be removed by Sunday at noon.

16- There is no overnight security. Vendors assume all risk and responsibility for any property, merchandise, equipment, trailers, etc. left overnight.

17- All vendors must be registered with the NYS Sales Tax Division and agree they are responsible for filing all necessary returns and the collection of sales tax. If an individual vendor or organization has been granted an exemption from the NYS Sales Tax Division, they must have their sales tax exemption number available for review.

18- All temporary food vendors must have successfully completed the Temporary Food Service Application and been approved by the NYS Dept of Health. Call them at 518-793-3893 for their application packet. Those with a food/commissary license must display the certificate publicly throughout the event.

19- Any food vendor is permitted to sell coffee, tea, soft drinks or bottled water. All other specialty beverages (Fresh Squeezed Lemonade, Smoothies, Snowcones, Flavored Coffee drinks) will be assigned to vendors as exclusive items at FESTA's discretion.

20- No vendor is allowed to offer, sell or consume alcoholic beverages or illegal drugs at any time, for any reason.

21- No vendor is permitted to display, offer or sell any product that involves, or alludes to, racism, drugs, profanity, items of sexual nature, firearms, knives or weaponry of any sort. No sales of blow darts, air guns, silly string, smoke bombs, poppers or marshmallow guns will be permitted. FESTA has the right to approve or deny any item deemed to be inappropriate for the festival.

22- All vendors must complete the attached application form. Clearly identify what items you sell. You must sign this form, make copies of both forms, and then mail originals.

23- Food vendors must provide their complete menu for review. You may request 1 item to be considered for an exclusive sales right. These requests MUST be received prior to May 1st, 2017 for consideration. Vendors will be notified by May 29th, 2017 if awarded an exclusive item.

24- Cancellations may be made up until June 1st, 2017 and a refund will be issued.

25- This is a "Rain or Shine" event. No refunds will be issued for cancellations after June 1st, 2017.

Vendor Signature_____

Date_____

***PRINT AND RETURN 1 COPY WITH RESERVATION FORM AND FEE**

***PRINT AND RETAIN 1 COPY FOR YOUR REFERENCE**