

WARWICK APPLEFEST 2020

www.WarwickApplefest.com

Dear Craft Vendor Applicant,

Warwick Applefest is now in its 32nd year, and has become a major festival in the New York metro area, drawing some 30,000 visitors annually. Each year, the Applefest Committee works very hard to make the festival even better for visitors and participants alike. To do so, we ask that you follow the guidelines and rules below.

For Craft Vendor questions, please check the Applefest website FAQs (Frequently Asked Questions) page.
Craft Vendor email address: craftvendors@warwickapplefest.com

CRAFT VENDOR GENERAL INFORMATION

Date	Sunday, October 4 (Rain or Shine!)
Location	Village of Warwick, New York streets & parks
Time	9:00 am – 5:00 pm Breakdown begins at 5 pm <u>sharp</u> - not before - unless weather conditions force closure of festival
Setup	6:00 am – 8:00 am / No cars will be allowed into the festival area after 8:00 am and cars must be removed from the site, to a designated vendor parking area as soon as they are unloaded.
Space size	10 feet x 10 feet / All spaces are outdoors on grass or pavement.
Insurance	All vendors are required to carry insurance (outlined within the general release of the application) in order to participate in the festival. Returning vendors should submit your insurance immediately after you receive your acceptance email. New vendors must NOT apply for insurance until after you have been notified of your acceptance into the festival. If you do not carry your own insurance you can contact Act Insurance (https://www.actinsurance.com/) who can provide you with coverage for the one day at a minimal cost.
Fee	\$175 for 1st space / \$150 for 2nd space - if postmarked by June 1 (no refunds after 9/1) \$225 for 1st space / \$200 for 2nd space - if postmarked by Aug. 1 (no refunds after 9/1) \$275 for 1st space / \$250 for 2nd space - if postmarked after August 1 (no refunds)
T-Shirts	\$10 special vendor price for each Applefest 2020 t-shirt
Visitors' Guide	Applications must be received by August 1 in order for the <u>vendor name only</u> to appear in the Guide. Vendors have the option to place an ad in the Guide. For more details please visit www.warwickapplefest.com/advertise/

Returning vendors must submit application postmarked by JUNE 1 if you wish to reserve your same space from the previous year. After June 1, spaces are open to all upon receipt of completed application packet.

■ **Applefest craft vendors are juried** first on the quality of the work presented. Be sure your photos are in focus and show your craft closely. Second, Applefest craft vendors are juried by category, so if the Committee has already accepted the limited number of vendors in your craft category, you may be denied. Finally, Applefest craft vendors are judged on the presentation of their craft and booth display. **The decision of the jury is final.**

Applefest is a juried festival.

To be considered, the following MUST accompany your notarized application, whether or not you have participated in the past:

- 1) Three printed photos (one of your booth setup & two of the items made by you to sell)
- 2) Your check payable to "Applefest" and
- 3) A self-addressed, stamped envelope (SASE) large enough to return your photos along with our response (be sure to put enough postage on the envelope).

You will receive correspondence from us regarding your acceptance status via email so it is required that you include a working email address on your application.

NOTE - If application packet is not complete, it will automatically be returned to you, which will delay the jury selection process and space assignment. Space is limited.

Mail COMPLETE application packet to:

Warwick Applefest

Attn: Crafts

PO Box 22

Warwick, NY 10990

APPLEFEST 2020 RULES

READ ALL RULES CAREFULLY - YOU MUST SIGN THAT YOU HAVE DONE SO ON YOUR CRAFT VENDOR APPLICATION!

- **All displayed crafts** must be solely the work created by the exhibitor. Commercially manufactured items, kits, and/or items not handcrafted or designed by the applicant may NOT be offered for sale. The festival managers reserve the right to inspect all items on display to ensure vendors' adherence to this rule, and may request and cause the removal of work and/or items which, in the sole judgment of the festival managers, violate any festival rule. Failure to comply with any request to remove items or work from the display will result in the removal of an exhibitor from the festival. All vendors are responsible for their own NY Sales Tax number.
- **Exhibitors may not rent and/or sublet** their booth space, nor may they act as agents or dealers for other craft persons or manufacturers. They also may not share booth space with another exhibitor unless such a request is made and approved in advance, and the appropriate application procedures are followed.
- **All vendors must provide their own tables, chairs, and display materials.** All spaces measure **10 feet x 10 feet** square. You must stay inside those parameters. No displays or products will be allowed in aisles or walkways, or on sidewalks. All tables must be skirted or covered to the ground, and boxes & packing materials stored out of sight. No storage boxes or untidy display or craft materials are to be in public view. Vendors are responsible for keeping their area neat, clean, and hazard free.
- **All booths must be manned** by persons 18 years or older. Children must be supervised at all times. Pets are not allowed. All vendors must stay completely set up for the entire show. Even if you have sold out, you must stay set up for the entire day.
- **Clean up** - Vendors must pack up their booth and then go and get their vehicle. Vendors are not allowed to bring their vehicle back into the festival area at the end of the day until the Police have given permission to do so. Vendors are responsible for taking all packing material and boxes, etc. with them at the end of the day. Vendors are not permitted to use festival dumpsters or garbage cans for disposal of any of these materials. Vendors who do not clean up satisfactorily will not be accepted next year. Lots must be empty of all vendors by 7:00 pm.



WARWICK APPLEFEST 2020 CRAFT VENDOR APPLICATION

This form for CRAFT vendors only – request FOOD application for all food items

OFFICE USE ONLY

Space # _____
 Check # _____
 Amt. \$ _____
 Date _____

When	Sunday, October 4, 2020 - 9:00 am - 5:00 pm - RAIN OR SHINE!
Where	Village of Warwick, New York 10990
Set-Up	6:00 am – 8:00 am No vehicles allowed into festival area after 8:00 am
Space size	10 feet x 10 feet

Give a brief description of your handcrafted items to be sold. Absolutely NO pre-packaged or commercial items are allowed into the festival. If this section is left blank, the application will not be accepted. **You MUST list three examples.**

Vendor Information (All information is required in order to be considered)

Vendor Name (must match COI*)	Contact Person
Phone Number	Email Address (required)
Address	City, State & Zip

For security purposes, please supply the following information. Please note that this information will not be shared.

Date of Birth	Driver's License Number
Emergency Contact Name	Emergency Contact Number

Vendor Space Information

2019 space # (if applicable)	Do you want the same space (if available)?	# of spaces
Preferred location (rank in number order of preference)		
Chase Bank Lot	South St	South St. Fairway
		Railroad Ave
		Stanley-Deming Park

Application Fees

Space Fee (see next page)	\$	
Electric Hookup (\$50)	\$	
Applefest T-Shirt (\$10 per shirt)	\$	Please indicate adult size(s) needed: S M L XL 2XL
Total amount enclosed	\$	Checks payable to "Applefest"

* Please note: Any vendor whose checks are returned due to insufficient funds will be charged a \$30. service fee.

Please list other shows & exhibits you have participated in within the past two years:

Warwick Applefest 2020 General Release

Vendor/Contact person named above has agreed to rent a display area / vendor space as part of Warwick Applefest 2020 for a sum equal to the above Space Fee and Electric Hookup combined. In consideration thereof, Vendor/Contact person agrees to release, indemnify and hold harmless Warwick Applefest and the Applefest Committee; the Village of Warwick, Inc.; JPMorgan Chase & Co.; Kuiken Brothers, Inc.; Robert E. Krahulik; Beattie & Krahulik; Kiluhark, Ltd.; the Warwick Valley Chamber of Commerce, Inc.; and any other unnamed sponsor of the event, their officers, directors, employees and agents ("Releasees"), from any and all costs, damages, claims, liabilities or judgments arising from the undersigned's participation in Applefest, including, but not limited to, attorney's fees incurred in association with participation in Applefest by Vendor/Contact person, their employer, officers, directors, employees, related entities, agents, and/or contractors ("Releasers"). Releaser agrees to look solely to its own insurance coverage for satisfaction of any such costs, damages, claims, liabilities or judgments.

*INSURANCE

It is understood and agreed that the Vendor will provide proof of Comprehensive General Liability insurance with minimum limits of \$1,000,000/occurrence and \$2,000,000/policy aggregate for the benefit of both The Warwick Valley Chamber of Commerce, Inc. 25 South St. Warwick, NY 10990 and the Village of Warwick, 77 Main St. Warwick, NY 10990, evidencing them both as Additional Insureds. Vendor must provide a separate Certificate of Insurance for each Additional Insured entity in order to participate in the festival.

I have read the Applefest rules and will comply with them.

Vendor signature (Required):

_____ Date: _____

Notary (Required):