



The Garden Factory's 4th Annual Arts and Crafts Festival

Festival Dates: September 22nd and 23rd, 2018

Festival Location: The Garden Factory.
2126 Buffalo Road Rochester, NY 14624

Festival Hours: Saturday 10am-4pm, Sunday 10am-3pm

The Garden Factory invites you to apply for our 4th Annual Arts and Crafts Festival. We are excited to promote local artists and support the creation of original art.

Application Deadline: September 1st, 2018

Applications can be emailed to events@gardenfactoryny.com, dropped off to our customer service desk or mailed to The Garden Factory Attn: Nicky Martell 2126 Buffalo Road Rochester NY 14624

Required:

- At least 1 photograph of booth display and 4 photographs of work submitted with the application
- Valid Certificate of Authority
- Valid NY State Sales Tax Id. Number Booth Fee:
- Single Booth (10x10) for both days - \$50
- Double Booth (20x10) for both days- \$100
- Single Booth (10x10) for one day- \$30
- Electricity for Both Days \$15.00

Returning vendors may request to have the same booth location, however, it is not guaranteed.

Checks made out to The Garden Factory may be dropped off to our customer service desk or mailed to The Garden Factory Attn: Nicky Martell 2126 Buffalo Road Rochester, NY 14624

All payment must be received by the start of the festival on Saturday, September 22nd, 2018.

**** ALL payments for The Garden Factory's 4th Annual Arts and Crafts Festival are non-refundable****

Set-up/ Take-down:

Vendors will be able to set up starting on Friday, September 21, 2018 from 10am until 4pm. Vendors will be located inside our greenhouse, which will be locked overnight. We ask that all vendors be removed by Monday, September 24th at 2pm. A map included in the information packet will depict the location of vendor drop-off and parking. Information packets will be available after acceptance.

Questions: Please contact Nicky Martell for any further questions regarding the application or festival itself.

Email: events@gardenfactoryny.com

Phone: (585) 247-6236

RULES/REGULATIONS:

FESTIVAL TERMS

1. Exhibitors must abide by the requirements as set forth in this application. Those exhibitors who do not display items depicted in the images submitted may be asked to leave. The Garden Factory shall not be liable for lost profits or consequential or incidental damages including, but not limited to: travel, lodging, insurance or wages.
2. All exhibitors must be registered with the State of New York and display Certificate of Authority and New York State Tax Identification number at all times during the festival. Artists are responsible for collection and payment of 8% local sales tax- 4% on clothing under \$110.00. If your registration is pending you may write "pending" on this application but must submit a New York State Tax ID number prior to the festival date. For information regarding a New York State Tax Certificate, contact the NY State Tax Department at (800) 972-1233 or www.state.ny.us
3. The Garden Factory is not responsible for any damage, loss of personal property, personal injury or accidents involving exhibitors and their personnel. Exhibitors must agree to hold The Garden Factory harmless from any and all claims, liabilities, demands, lawsuits, costs, penalties, expenses (including reasonable attorney fees) and judgments due to breach of this agreement by exhibitors or their personnel.
4. Your submission of the application indicates that you agree and will comply with the rules and regulations stated herein.

EXHIBITOR CONTRACT

1. **ALL items must be handcrafted** by booth applicants or members of their family. Direct sales **will not** be accepted. Additionally, exhibitors must offer the arts/crafts represented in their application photographs.
2. Single exhibit spaces are 10x10. Exhibitors must confine their displays and materials to their assigned and allotted space.
3. No booth fee refunds will be given after your application has been accepted.
4. Any application without photographs will not be given consideration.
5. Incomplete applications will not be given consideration.
6. All exhibitors are responsible for collecting and reporting New York State Sales Tax. A copy of your New York State Certificate of Authority must be displayed in your exhibit.

**The Garden Factory's 4th Annual Arts and Crafts Festival
Vendor Application 2018**

Name: _____

Business Name: _____

Permanent Address: _____ City _____ St _____ Zip _____

Telephone Number: (____)____-____ Alternative Telephone: (____)____-____

Email Address: _____

New York State Sales Tax ID: _____

Please check what category you are applying for and provide at least 1 photograph of your booth display and 4 photographs of work along with the application. ___

Consumable Crafts ___ Drawings & Paintings ___ Jewelry ___ Photography
___ Pottery & Ceramics ___ Sculpture & Glass ___ Textiles & Clothing
___ Woodworking ___ Other

Description of work:

Vendors must supply their own tables, chairs and tents All

vendors will be located inside so tents are not necessary.

However, if you are bringing a tent for display purposes please check here: _____

Electricity: Please circle YES or NO (Electricity Fee \$15.00)

Are you a returning artist? YES or NO

If new artist, where did you hear about the festival? _____

I certify that I have read and agree to comply with all of the rules and regulations as well as the exhibitor contract set forth by The Garden Factory

Signed: _____ Date: _____

Please check which option you will be participating:

___ **Single (10x10)**
Both Days
\$50.00

___ **Double (20x10)**
Both Days
\$100.00

___ **Single (10x10)**
One Day
\$30.00

Please specify what day: _____

Special Requests:
