

**Sugar Loaf Spring Festival**  
**Saturday May 5 and Sunday May 6, 2012**  
**10:00am - 6:00pm**



You are invited to apply to participate in this year's Spring Festival. Attached you will find a Vendor Application. If you wish to participate in this year's festival, mail a fully completed and signed copy of the application/agreement, with a check made payable to:

**Sugar Loaf Chamber of Commerce**  
Mail to:  
**Sugar Loaf Chamber of Commerce**  
**Spring Festival Non-Food Vendor**  
**Attn: Tammy Donzella**  
**PO Box 362**  
**Sugar Loaf, NY 10981**

**\*\* PLEASE NOTE INSURANCE REQUIREMENTS\*\***

Send in your application and payment as soon as possible.  
**\*\*SPACE ASSIGNMENTS WILL BE GIVEN CONSIDERATION IN THE ORDER THAT  
THE CHECKS AND APPLICATIONS ARE RECEIVED!\*\***

With the contract agreement, Vendors are entitled to one 12' x 12' space. If additional space is needed, please call Tammy at (845 610 3740) before completing the application. You will receive your specific space assignment and parking permit on festival day when you enter from either side of King's Highway. Plan to arrive no later than 7:30 AM, as you must unload and have your vehicle off of King's Highway NO LATER than 9:00 AM. (No exceptions will be made!) We suggest you be ready for customers by 9:30 AM. We are arranging for parking & map directions will be forwarded to you before the festival.

We look forward to receiving your application shortly and hope to see you this May!!!

Sincerely,  
Tammy Donzella  
Spring Festival Event Planner  
Presented by The Sugar Loaf Chamber of Commerce

# ARTISAN / CRAFT / NON-FOOD VENDOR APPLICATION

**Application Fee: \$10.00 (Separate Check)**  
**Festival Fee: \$90 (Separate Check)**

This application is subject to review and will not be considered unless each item is fully completed and accompanied by payment in full. Any bounced checks will be assessed an additional fee of \$30.00.

VENDOR

NAME: \_\_\_\_\_  
NY STATE TAX ID#: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_  
EMAIL \_\_\_\_\_  
PHONE: \_\_\_\_\_

This application must include at least 3 photos, slides, prints or a PC compatible disc with JPG images of your work and at least 1 of your booth. Describe the images below, include process, materials used and any information you feel will help the jury make an informed decision. Use the other side or extra pages if you need more space. If you do not have a picture of your booth, please add a description of your booth setup. Tent, Tables & Displays are your responsibility.

Photo/Image #1)

\_\_\_\_\_  
\_\_\_\_\_

Photo/Image #2)

\_\_\_\_\_  
\_\_\_\_\_

Photo/Image #3)

\_\_\_\_\_  
\_\_\_\_\_

Booth Info.

\_\_\_\_\_  
\_\_\_\_\_

Electricity is not available or provided. Generators are not permitted.

**TYPE OF MERCHANDISE (You may only sell what you list here):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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All payments made under this contract are non-refundable, unless the Spring Festival is cancelled. If you are chosen to participate in the Spring Festival, an information packet will be mailed to you along with the notification of your acceptance. If you are not chosen to participate this year, if requested, your materials will be returned to you (SASE required) and your payment (minus application fee) will be returned.

**Please make sure your Festival Fee is written on a separate check from other fees.**

Festival coordinators reserve the right to move or remove booths of non-complying vendors (with the help of the Chester PD) and to not invite vendors back in the future.

**PLEASE INITIAL HERE \_\_\_\_\_**

**PAYMENT:** All checks should be made payable to:  
**Sugar Loaf Chamber of Commerce**  
Mail To:  
**Sugar Loaf Chamber of Commerce**  
**Spring Festival Artisan/Craft/Non-Food Vendor**  
**Attn: Tammy Donzella**  
**PO Box 362**  
**Sugar Loaf, NY 10981**

**\*\*SPACE ASSIGNMENTS WILL BE GIVEN CONSIDERATION IN THE ORDER THAT THE CHECKS AND APPLICATIONS ARE RECEIVED!\*\***

**SPACE:** This agreement entitles you to one 12' x 12' Vendor's space as assigned by the Sugar Loaf Chamber of Commerce and may not be changed without the permission of the event coordinator. Additional fees may be required if space is larger than 12' x 12'. Vendors may not subcontract to other individuals or businesses to sell, offer or display, additional products or services, nor shall Vendors substitute items or services listed above without our express advance consent. Vendors must occupy assigned spaces only and must confine their activities and all merchandise, equipment, case or packing materials within marked boundary lines.

**DISPLAYS & CLEAN-UP:** Vendors must supply their booth, equipment, containers, tables, chair, display, any water or ice required, or anything else required to function. Set up begins at 7:00 AM on the day of the Festival. Display must be attended at all times during selling hours and vendors must be ready for customers no later than 9:30 A.M. Display must be in good taste, kept tidy, and all modern equipment, packaging, etc. must be kept out of public sight. Vendors are responsible for maintenance and clean up of space during and upon conclusion of Festival and for keeping space free from any conditions which might be dangerous to persons coming into the festival. Vendors must provide their own trash bags and are responsible for removal and disposal of same and for complying with applicable NY State recycling law.

**PARKING:** No vehicles will be permitted on the Festival Grounds between 9:30 AM and 6:00 PM. Unauthorized vehicles will be towed away at the owner's expense. Upon arrival at the Festival, each vendor will receive one parking permit which will be valid for parking one vehicle off-site. But

for exceptional circumstances, all parking will be assigned off-site. Additional permits may be issued only by advance request of the Festival Committee, by phone, and with justification.

**PLEASE INITIAL HERE** \_\_\_\_\_

**PRESENCE OF ANIMALS:** The presence of any animal or bird is prohibited unless written approval by event coordinator is secured in advance. This is a liability issue.

**LIMITS OF LIABILITY:** In consideration of the privilege of attending the Festival, and payment of the application fee which is below the actual prorated costs of the Festival, the applicant, on behalf of its respective relatives, heirs, assigns, executors and administrators (collectively the applicant) hereby permanently and irrevocably waives any and all actions, claims, demands, suits and proceedings of any kind and nature against The Sugar Loaf Chamber of Commerce as producer of the Festival, and against the New York State Department of Parks and Recreation, as co-presenter of the Festival and their respective officers, directors, representatives, agents, consultants or employees, affiliates, predecessors, successors in interest and assigns (collectively the sponsors) arising out of direct or indirect action of any kind or nature, whether now known or hereafter discovered, and the applicant, by its signature hereon, forever releases and discharges the sponsors from any losses, liabilities, damages, costs or expenses (including without limitation, reasonable attorneys' fees) (collectively "losses") with respect thereto. The applicant further agrees that it will indemnify, defend, save and hold harmless the sponsors from any losses sustained by them which directly or indirectly result from or arise out of any action or failure of action by the applicant.

**VIOLATIONS:** Any applicant who violates any of the terms and conditions of this application may lose the privilege of participating in the Festival, without refund.

**RAINDATE:** In the event of continuous and torrential downpour on the day of the Festival, or any other circumstances beyond the control of the Sugar Loaf Chamber of Commerce (to be determined by 9:30 AM & is the sole discretion of the event committee), the Festival shall be postponed and this application shall apply in its entirety to a proposed rain date.

**PLEASE INITIAL HERE** \_\_\_\_\_

Signature below constitutes agreement by the undersigned to abide by all terms, conditions and regulations set forth in this application.

AGREED: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICANT NAME (PRINT): \_\_\_\_\_

DRIVER'S NAME ON FESTIVAL DAY ( FOR ONE VEHICLE) \_\_\_\_\_

Event Coordinator: Tammy Donzella (845) 610 - 3740