



2017 - Sugar Loaf Fall Festival

PO Box 125, Sugar Loaf, NY 10981

845-775-1702 or 845-313-5108

Email: slfestival17@yahoo.com

The Sugar Loaf Fall Festival will be held this year on **October 7, 8, 9, 2017**

Thank you for applying to the Sugar Loaf Fall Festival.

Please review all information contained within to help ensure a successful and safe event.

GENERAL INFORMATION:

- ❖ **Location:** Sugar Loaf, NY 10981 - GPS to 1407 Kings Highway Sugar Loaf New York
- ❖ **Set-up Time:** 7:00 am to 9:30 am. (*ALL VEHICLES must be off the street by 9:00am*)
- ❖ **Festival Hours:** 10:00 AM. To 5:00 PM
- ❖ **Electricity:** **None**, however, you may supply your own generator, must be **75 DCB or lower**, Fire Extinguisher must be present.
- ❖ **Tent Space Size & Safety:** Single space = 10' wide by 10' long and are required to have a minimum of 20-lbs. weight attached to each leg.
- ❖ **Proof of Insurance must be attached to application listing Sugar Loaf Chamber of Commerce as additionally insured. Insurance can be purchased directly online at <https://www.actinsurance.com/> for as little as \$39.95.**

COST:

- ❖ Craft & Specialty Vendors:
\$200.00 includes ALL 3 days.
- ❖ Food Vendors:
\$300.00 includes ALL 3 days.

Applications may be submitted after September 20th – however, there will be a late processing fee of \$50 for craft & specialty vendors and \$100 for food vendors.

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EVENT RULES:

- ❖ All self-contained vehicles (Trailers, self-contained trucks etc.) must be listed on your applications. Total length and width must be shown on your application. This must include the tongue length of a trailer if the tongue is not removable. (i.e. a 22' trailer with a 3' tongue is really 25'). Our booths are 10 x 10'; therefore you will need to purchase booth space(s) to cover the length of your trailer.
- ❖ Trailers **MUST** be in your space and parked ***no later than 8:30 AM***. If you arrive after that time it will be at our discretion to allow you entry or to assign you another space so *please be sure to arrive early.*
- ❖ ***All food vendors MUST have a New York State Department of Health Certificate. No other certificates can legally be accepted.*** Please submit a current copy with your application.

Orange County Health Department: Goshen District Office, 124 Main Street, Goshen, NY 10924

- ❖ If you wish a confirmation letter returned, we ask that you please include a self-addressed stamped envelope or post card with your application or an email address asking for a confirmation.
- ❖ Please Remember, *Sugar Loaf is a 'SHOP IN – TRASH OUT' community.* You must leave your space as you found it. We ask that you ensure you take large supply boxes, bottles, containers etc., away with you. Medium & small refuse can be put in provided garbage containers. Those that do not return their space to its original condition may risk not being invited to return for our next event.

PROHIBITED ITEMS:

- ❖ NO: Drones, In-Line Skates, Silly String, Smoke Bombs, Stink Bombs “Snappers”, Radios, AV Equipment, Weapons, Guns, Ammo. NO DRUGS! If it is illegal in New York State, it is illegal at our festival.

MAILING LIST:

Any questions or comments should be directed to one of the following outlets:

- ❖ Website: Sugarloafnewyork.com
- ❖ Email: slfestival17@yahoo.com
- ❖ Phone: 845-775-1702 or 845-313-5108
- ❖ Facebook: <https://www.facebook.com/SugarLoafNewYork>

A NOTE TO ALL VENDORS:

- ❖ ***Please Remember, Sugar Loaf is a TRASH IN – TRASH IN community. You must leave your space as you found it. We ask that you ensure you take large supply boxes, bottles, containers etc., away with you. Medium & small refuse can be put in provided garbage containers. Those that do not return their space to its original condition may risk not being invited to return for our next event.***



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VENDOR APPLICATION [Please print clearly]

Business/Organization: _____ Contact Person: _____

Street: _____ City: _____

State: _____ Zip Code: _____ Phone: _____

Are you on Facebook: ___ Yes ___ No / What is your name or email used on Facebook _____

Email Address: _____ Total Number of Spaces: _____

Type of setup: ___ Tent ___ Truck ___ Trailer (*Truck/Trailer Length: _____ Feet _____ Inches (Including Tongue)*)

Types of Booth: In the spaces provided above, specify how many of each kind of booth you will require.

Be Specific: What you are selling below, use additional pages if necessary. Please provide several images if you are not a previous vendor or if your crafts/food selection has changed. Attach photos or email images. Items not listed on your application will not be allowed to be shown or sold.

Food Vendors Note: Please list *all food* you are selling. Non food items are NOT permitted and require a separate application. ***In order to adhere to local and state laws all food vendors must attach a DOH permit.***

___ Craft _____

___ Novelty _____

___ Food _____

___ Other _____

Amount Remitted: \$_____ (Please make checks payable to: **Sugar Loaf Chamber of Commerce**)

Vendor space number & Vendor passes will be sent out on or about two weeks before the event. Please remember, this is a rain or shine event with no refunds for any reason. Failure to adhere to the terms of the agreement may result in your being asked to leave the event.

PLEASE MAIL ALL CHECKS AND APPLICATIONS TO PO BOX 125, SUGAR LOAF, NY 10981

VENDOR INFORMATION:

- ❖ In consideration to our vendors and shop owners we attempt to limit the quantity of like items to a reasonable number; **however we cannot guarantee you will be the only vendor(s) of your craft or item type.**
- ❖ Submission of application does not guarantee acceptance.
- ❖ No refunds or cancellation - this is a rain or shine event.
- ❖ No post-dated checks.
- ❖ Due to limited time to process payment, we ask for cash or money orders only after September 20th. Payment accepted after that date are subject to addition processing fees (please see above).
- ❖ Spaces are limited (Approx. 85 available)
- ❖ Applications are considered on a first received (application and insurance), first paid basis.

Release Statement:

- By signing below, I agree to consider this application a commitment if accepted and to abide by all rules set forth by the Festival Committee of the Sugar Loaf Chamber of Commerce.
- I also understand and agree to the following: No items are to be sold that were not listed on my application and approved by the Fall Festival Committee. If my booth is at any time deemed to be unsafe or inappropriate for the festival audience by any member of the committee, I may be asked to cease all sales immediately and may not be allowed to return for the remainder of the festival.
- The Sugar Loaf Chamber of Commerce and all members including the festival committee are not responsible in any way for personal injuries, property damage or theft which may occur to me or my associates as a result of my participation in this festival.
- All images presented in this application or taken during the festival may be used for promotional purposes by the Sugar Loaf Chamber of Commerce or its members.
- I am responsible for collecting NYS sales tax. My booth will be properly attended for all three days of the festival from 10am – 6pm and my booth area will be kept clean and safe. No early packing up or closing of booths is allowed, the Festival runs until 6pm rain or shine.
- No refunds will be issued for any reason including, but not limited to, rain, bad weather or events that adversely affects the festival in any way. This is a rain or shine event.
- The committee reserves the right to reject any application.

Signature: _____ Date: _____

Printed Name: _____ Phone: _____

Thank you for your interest in Sugar Loaf, N.Y. We look forward to a successful season with you!

Sincerely

Sugar Loaf Festival Committee

**Application Checklist: ___ Completed Application ___ Check ___ Insurance Information
___ NYS DOH Certificate (food vendors only)**