



Dear Vendor,

The organizing committee of the 38th Annual Schuyler County Italian American Festival is pleased to announce that the 2017 dates will be Friday through Sunday, Aug 11, 12 and 13, at Clute Park in Watkins Glen. We hope you will be joining us for this popular and exciting event.

Please read the requirements below and feel free to email me with any questions.

Vendor Requirements:

1. **INSURANCE:** Minimum liability insurance remains at \$300,000 each occurrence and \$600,000 general aggregate. Both the Village of Watkins Glen and Schuyler County Italian American Festival Inc., must be named as additional insureds, and this must be in evidence on your policy via automatic status or by endorsement. Coverage dates must include the date you arrive to set up through the date your concession is removed from Clute Park. The festival is held at a village-owned park, and the village sets the insurance requirements. **INSURANCE CERTIFICATES MUST BE SUBMITTED TO THE VILLAGE OF WATKINS GLEN NO LATER THAN MAY 31, 2017.** Mail your Insurance Certificate to: 303 N. Franklin St, Watkins Glen NY 14891 or FAX to 607-535-7621 or email the form to Village Clerk Donna Beardsley at donna@watkinsglen.us.

2. **INDEMNIFICATION AGREEMENT:** Please fill out the enclosed Indemnity Agreement. The agreement must be returned to me with your application and payment. The village will not allow us to accept any vendors without this form.

3. TAX ID NUMBER: This is also very important and must be listed on the application. Every vendor must have an ID number.

4. BOOTH RENTALS:

A) Applications will be accepted on a first-come, first-served basis and must be accompanied by full payment. Your payment will be returned if no space is available or if your application is denied. All monies are non-refundable once your space reservation is confirmed. Keep in mind that every year we have a waiting list of vendors. Make all checks payable to: Schuyler County Italian American Festival.

B) Tents are mandatory to cover your space, equipment and all items for sale. No sales are allowed outside of your space. (No walking sales).

C) The number and type of products will be limited, and spaces will be filled as applications and deposits are received. For those returning, we will make every effort to place you in or close to the same space you had last year, providing your application is received early enough.

D) Knock-offs and unlicensed items are forbidden, and the Italian American Festival assumes no responsibility for the illegal sale of any item or product.

E) All concessions must be open during all hours of the festival and for all three days as listed below. No vehicles will be permitted to enter festival grounds for breakdown before 6 p.m. on Sunday. Vendors will have the option to close at 11 p.m. on Friday, though the beer garden bar may stay open until midnight.

F) Vendors are expected to keep their space clean and neat.

G) We prefer everyone to set up on Thursday Aug 10. I will be at the park from 9am to 7pm. For those unable to do that, we will allow you to set up Friday morning but you must be ready to open for business at 1pm. Cars will not be allowed to drive inside the gates after 1pm.

Festival Hours

Friday, Aug 11: Open at 1 p.m. and close at 11 p.m.

Saturday, Aug. 12: Open at noon and close at midnight

Sunday, Aug. 13: Open at noon and close at 6 p.m.

If you are an accepted vendor, more details about being part of this exceptional weekend will be sent to you closer to the date of the event.

Please remember, vendor sites are limited and we accept applications on a first-come basis. So, complete and return the enclosed application and send it, along with a signed Indemnity Agreement and your deposit to me as soon as possible.

Please make your check payment to: Schuyler Co Italian-American Festival.
Mail the application, check, and signed indemnity form to:

Terry Taney
Attn: IAF Vendor
3947 Satterly Hill Rd
Burdett NY 14818

While I prefer correspondence by email, you may also call me at 607-793-3167 and leave a message. I will return your calls promptly.

Sincere thanks,

Terry Taney

Terry Taney
Vendor Chairperson
Italian-American Festival
ttaney@ithaca.edu

MARK YOUR CALENDAR:

- ✓ **ASAP:** Mail in your application for space; the completed Indemnity Agreement; and your full payment, based on the size of space reserving.
- ✓ **MAY 31:** Deadline to submit your insurance certificate to the Village of Watkins Glen.
- ✓ **AUG 10:** Festival grounds at Clute Park open for vendor set-up.
- ✓ **AUG 11-AUG 13:** 38th Annual Schuyler County Italian American Festival

**SCHUYLER COUNTY ITALIAN AMERICAN FESTIVAL ~ WATKINS GLEN NY
APPLICATION FOR 2017 CRAFT BOOTH RENTAL**

NAME OF BUSINESS: _____

NAME OF OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____ EMAIL: _____

SIZE OF SET-UP: () 10 Feet Frontage \$135.00

() 15 Feet Frontage \$ 140.00

() 20 Feet Frontage \$ 145.00

() 40 Feet Frontage \$ 250.00

DEPTH OF SPACE NEEDED: (From front to back) _____ FT

(this is important as we have many trees that may prohibit some tents to fit)

TAX ID NUMBER: (Village requirement) _____

PLEASE CHECK ONE:

() TENT-NO OUTSIDE STAKES (POPOP OR CARPORT TYPE)

() TENT W/STAKES & ROPES OUTSIDE

PLEASE NOTE: WE ASSUME ALL VENDORS WILL SERVE PATRONS ONLY FROM THE FRONT OF YOUR TENT. IF YOU PLAN TO SERVE FROM A SIDE PLEASE RESERVE AN APPROPRIATE SIZED SPACE.

WHAT ARE YOUR PRODUCTS? YOU MUST INCLUDE ALL PRODUCTS YOU SELL AND WE RESERVE THE RIGHT TO PROHIBIT THE SALE OF ANY ITEMS THAT ARE NOT LISTED BELOW. BRAND NAME PRODUCTS MUST BE LISTED SPECIFICALLY AND NO EXCLUSIVE RIGHTS WILL BE GRANTED TO ANYONE.

WE WILL BE AT CLUTE PARK ON THURSDAY, AUGUST 10TH, FROM 9 AM - 7 PM FOR SETUP. WE PREFER THAT YOU ARE SET UP BY THURSDAY EVENING. WE WILL PROVIDE OVERNIGHT SECURITY ON THURS., FRI., AND SAT. NIGHTS.

RETURN YOUR INDEMNITY AGREEMENT, THIS APPLICATION AND YOUR PAYMENT TO:

Terry Taney
Attn: Italian American Festival Vendor
3947 Satterly Hill Rd
Burdett, NY 14818

Please make checks payable to: **Schuyler County Italian American Festival**
Please send picture of booth if you are a new vendor to the Festival.