



Dear Vendor,

The organizing committee of the 40th Annual Schuyler County Italian American Festival is pleased to announce that the 2019 dates will be Friday - Sunday, **August 9-11, 2019** at Clute Park in Watkins Glen. We hope you will joining us for this popular and exciting event.

We're excited to be celebrating our 40th anniversary this year and are planning an unforgettable event! We're also looking forward to updates at Clute Park that will enhance our festival in future years. The work at Clute Park will begin in the fall of 2019 and continue throughout 2020. This means we will be pausing for one year, returning in 2021.

The number of vendor sites are limited and on a first come first serve basis. Your prompt response and our receipt of your full payment or deposit ensures your space. New vendors must submit pictures with your applications.

The craft/gift vendor fees are dependent on the size of your set-up. See prices below:

SIZE OF SET-UP:	() 10 Feet Frontage	\$ 135.00
	() 15 Feet Frontage	\$ 140.00
	() 20 Feet Frontage	\$ 145.00
	() 40 Feet Frontage	\$ 250.00

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 NO LATER THAN JULY 1, 2019.** Mail your Insurance Certificate to the Festival committee at: P.O. Box 65, Watkins Glen NY 14891 or email: italianamericanfestivalvendors@yahoo.com.

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

3. TAX ID NUMBER: This is also very important and must be listed on the application.

4. BOOTH RENTALS:

A) Applications will be accepted on a first-come, first-served basis and must be accompanied by at minimum a \$60 deposit. Your deposit will be returned if no space is available or if your application is denied. If you are requesting extra frontage, please adjust your deposit to be equal to half of your total rental cost. The balance of the vendor fee is due by July 1, 2019. All monies are non-refundable once your space reservation is confirmed. If the balance of the vendor fee is not received by July 1, 2019, the committee is under no obligation to continue to hold that space for you. 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) Vendors are expected to keep their space clean and neat.

F) All concessions must be open during all hours of the festival and for all three days, with the exceptions noted below. Vendors will have the option to close at 10 p.m. on Friday and at 11 p.m. on Saturday, though the beer garden bar may stay open until midnight. No vehicles will be permitted to enter festival grounds for breakdown before 6 p.m. on Sunday.

5. SET UP: The park will be open from 9 a.m. – 7 p.m. on Thurs. Aug. 8 for you to set up your space.

Festival Hours

Friday, Aug. 9: Open at 1 p.m. and close at 11 p.m. (Craft vendors may close at 10 p.m.)

Saturday, Aug. 10: Open at noon and close at midnight (Craft vendors may close at 11 p.m.)

Sunday, Aug. 11: Open at noon and close at 6 p.m.

Please complete and return the enclosed application and send it, along with a signed Indemnity Agreement, Certificate of Insurance and your deposit as soon as possible. Just a reminder, deposits are required by June 1, and full payment is required by July 1. The festival mailing address is:

Schuyler County Italian American Festival
PO Box 65
Watkins Glen, NY 14891

You can contact us via email at: italianamericanfestivalvendors@yahoo.com for paperwork submission, or should you have any questions.

Sincere thanks,

Italian American Festival Committee

YOUR CALENDAR:

- ✓ **JUNE 1:** Mail in your application for space, the completed Indemnity Agreement, the Certificate of Insurance and your deposit.
- ✓ **JULY 1:** Deadline to pay the balance of your vendor fee.
- ✓ **AUG. 8:** Festival grounds at Clute Park open for early vendor set-up.
- ✓ **AUG. 9-11:** 40th Annual Schuyler County Italian American Festival

SCHUYLER COUNTY ITALIAN AMERICAN FESTIVAL
August 9 – 11, 2019

APPLICATION FOR 2019 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 **(REQUIRED)**

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

TAX ID NUMBER: _____ **(REQUIRED)**

PLEASE CHECK ONE:

() TENT-NO OUTSIDE STAKES (POPUK 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 8TH, 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 CERTIFICATE OF INSURANCE, INDEMNITY AGREEMENT, THIS APPLICATION AND YOUR PAYMENT TO:

Italian American Festival
PO Box 65
Watkins Glen, NY 14891

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