

# **SAND LAKE SUMMERFEST 2011**

Dear Vendor:

Enclosed please find a 2011 application for participation in the Sand Lake Summerfest.

This year's festival will be a four-day event at Butler Park in Averill Park, NY. The dates of this year's event are July 1 through July 4<sup>h</sup>. You may choose to vend Friday evening, July 1, as there will be activity that evening.

The Kiwanis Club of Sand Lake, NY, Inc. has worked hard over the years to make this a family-friendly event that celebrates the small-town, neighborly nature of our community. We require that vendor dress, conduct, and merchandise be in good taste to reflect the family emphasis of our festival. The Kiwanis Club reserves the right to exercise discretion with regard to appropriateness of appearance, conduct, or merchandise. Exhibitors failing to maintain a common sense good taste standard may be asked to leave the festival.

Safety is important. Your tent/canopy must be securely anchored to prevent it from becoming a dangerous, airborne projectile. Vendor spaces will be on grass and stakes are permitted and encouraged.

Applications should be mailed to:  
Kiwanis Club of Sand Lake, NY, Inc.  
c/o Skip Patton  
Arts and Crafts Coordinator  
20 Johnycake Lane  
Averill Park, NY 12018

If you have any questions, please call me at 518-674-8238 between 6:00pm and 9:00 PM, or email at [SKIPSOX8@GMAIL.COM](mailto:SKIPSOX8@GMAIL.COM)

ALL DOCUMENTS (plus the full vendor fee) MUST BE RECEIVED BY May 15, 2011. You will receive a response on or about June 1, 2011. Submission of an application does not guarantee acceptance.

We are anticipating a great event this year. If you've been to the Sand Lake Summerfest before, you know it is a fun atmosphere, complete with carnival rides, music, and great food. We are looking forward to your participation in our event.

Sincerely,

Skip Patton  
Craft Vendor Coordinator

# CRAFT VENDOR CONTRACT

## Kiwanis Club of Sand Lake, NY, Inc.

Please sign & return to the address indicated on cover letter. A countersigned copy will be returned to you.

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_ 2011, between Kiwanis Club of Sand Lake, NY, Inc., herein referred to as "FESTIVAL MANAGEMENT" and \_\_\_\_\_ herein referred to as "VENDOR" for exhibit space in the craft area for the Sand Lake Summerfest, to be held Friday, July 1<sup>st</sup> & Monday, July 4<sup>th</sup>, 2011, at Butler Park in Averill Park, NY.

Exhibit space will be 10' x 10' with reasonable easement between vending spaces. VENDOR must provide a tent/canopy suitable for protection from weather. Total rental fee for the two days is \$40.00 and is to be paid to the FESTIVAL MANAGEMENT. Make check payable to "Kiwanis Club of Sand Lake, NY, Inc." (Note: sign checks using your own name). VENDOR hereby requests permission to display and sell SPECIFIC PRODUCTS, as described below.

**NEW YORK STATE SALES TAX:** VENDOR must possess a valid N.Y.S. Sales Tax I.D. Number. VENDOR will be responsible for collection and remittance of all applicable sales tax. VENDOR must provide FESTIVAL MANAGEMENT with a photocopy of a current certificate issued by the NY State Sales Tax Bureau. Your current NY.State Sales Tax certificate must be displayed in your booth.

**INSURANCE:** VENDOR shall furnish FESTIVAL MANAGEMENT with a Certificate of Insurance with liability limit of not less than \$1,000,000 and shall name "Kiwanis Club of Sand Lake, NY, Inc., P.O. Box 535, West Sand Lake, NY 12196", its directors and officers as "additional insured" and "Butler Park" as the premises for the event. Such certificate shall be on file with FESTIVAL MANAGEMENT by the start of the festival. VENDOR will indemnify and hold harmless the SAND LAKE SUMMERFEST and the KIWANIS CLUB OF SAND LAKE, NY, INC., its officers and directors, from all claims arising from any act of omission of the VENDOR.

I have read the accompanying Guidelines, Rules, & Regulations and agree to abide by them. I further understand that the vendor fee is nonrefundable upon acceptance as a vendor, and the Festival is held rain or shine.

Please fill in the information below. (PLEASE PRINT)

BUSINESS: \_\_\_\_\_ OWNER: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

DESCRIPTION OF PRODUCT (attach sheets as necessary): \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

YEAR/MAKE/MODEL OF VEHICLE: \_\_\_\_\_

LICENSE PLATE: \_\_\_\_\_ STATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

CHECKLIST. Please include:

- |  |   |
|--|---|
| <input type="checkbox"/> Contract          | <input type="checkbox"/> Copy of NY State Sales Tax Certificate                           |
| <input type="checkbox"/> Vendor fee (\$40) | <input type="checkbox"/> Certificate of Insurance (must be on file by beginning of event) |

Kiwanis Club of Sand Lake, NY, Inc. by \_\_\_\_\_  
Skip Patton, Coordinator

## RULES AND REGULATIONS

VENDOR AGREES TO COMPLY WITH THE FOLLOWING RULES AND REGULATIONS DURING THE SAND LAKE SUMMERFEST, JULY 1 through July 4<sup>th</sup>, 2011 and including June 30, should the VENDOR choose to arrive that day.

**ALCOHOLIC BEVERAGES:** Consumption of alcoholic beverages on premises during Festival hours **other than beer purchased at the Kiwanis' authorized beer truck** is strictly prohibited. If VENDOR or their worker/volunteer violates the above rule, that VENDOR will be asked to leave the Festival and will be barred from participating in future Sand Lake Summerfest Festivals.

### VENDOR FEE:

VENDOR Fee is due and payable at the time the contract is returned to FESTIVAL MANAGEMENT for consideration of acceptance. VENDOR understands that once accepted, the fee is non-refundable and that the Festival is held rain or shine.

The Fee entitles VENDOR to a 10' x 10' space at the Festival. There is no access to electricity. FESTIVAL MANAGEMENT will supply no tables, chairs, tents, etc.

### SETUP:

Booth setup may begin as early as 12 noon on Thursday, June 30 ending at 9PM, at which time vehicles must be moved off the main fairgrounds. VENDOR may also set up on Friday, July 1st from 6:00 AM to 9:30 AM, at which time all vehicles must be removed to the vendor parking area. **PLEASE NOTE: Vehicle access to the park will not be permitted between 10AM and noon on Saturday because of our parade , so please plan to arrive before 10AM or after 1PM. We strongly suggest that you plan to arrive before 8:00 AM if you plan to set up on Saturday.**

There will be no booth setup on Sunday, July 3<sup>rd</sup>, other than restocking of inventory (see HOURS below). Security will be provided Friday, Saturday and Sunday nights. Diligent efforts will be made to protect the vendor booths and their contents. However, neither the KIWANIS CLUB OF SAND LAKE, NY, Inc. nor the Town of Sand Lake (owner of Butler Park) will be held responsible or liable for loss or damage to property. It is your responsibility to securely anchor your booth.

### RESTRICTIONS ON MERCHANDISE:

NO MEDICINAL OR FOOD ITEMS OF ANY KIND.

### HOURS:

FESTIVAL MANAGEMENT will operate the festival beginning at 6:00pM on Friday, July 1<sup>st</sup>. Vehicles must be removed from festival grounds to designated vendor parking by 10:00 AM on Saturday. The booth exhibit must be in order by 10:30 AM on Saturday. There will be an ecumenical church service Sunday morning, July 3<sup>rd</sup>, at 9:30 on the main stage, which you are welcome to attend. You may opt to wait until after the service ends to open your booth, or open earlier if you like. The festival closes at 11:00 PM on Saturday. On Sunday, there will be various activities in the afternoon. Vehicles will be allowed on site for load-out after 3PM on Sunday and Monday. There is no rush to vacate the premises on Monday, so your closing time may be at your discretion.

Vendor will be open for business from 11:00 AM to 8:00 PM (Saturday) and 10:30 AM (or later) to 11:00 PM (Sunday) and again on Monday regardless of the weather. Vendor closing time can be extended until the end time of the festival on Monday (11:00PM).

VENDOR IS RESPONSIBLE for removing all garbage and refuse at the end of the festival and disposing properly. Booth space must be left as you found it.

No hawking of any kind is permitted. **No fundraising without written permission of Kiwanis**

ELECTRICITY WILL NOT BE AVAILABLE in the craft area. QUIET generators may be used (at the discretion of FESTIVAL MANAGEMENT).

Subletting of booth space is strictly prohibited.