VENDOR/EXHIBITOR GUIDELINES AND RULES

KEEP THIS PAGE



23rd annual Fall Foliage Festival SUNDAY SEPT 27, 2015, 10-5 rain or shine

Location: Downtown (Front St/Jersey Ave), Port Jervis NY 12771

Sponsor: Port Jervis Tourism Board

Facebook.com/FallFoliageFestivalPortJervisNY OR PortJervisTourism City Clerk Phone # 845-858-4000, Vendor Contact # 845-856-1611

Thank you for your interest in our Fall Foliage Festival!

Festival hours are 10am-5pm.

- Set-up begins at 7:30am and must be completed by 9:30am
- Festival vendor set-up specifics will be e-mailed in September. If you do not have e-mail, send a self-addressed stamped envelope with your application so we can send that info.
- Vendors must drop their merchandise, go park their vehicle, and then set up. Vendors may NOT block the street and hold up other vendors. Bring an associate with you to watch your merchandise while you park.
- Close-down begins at 5pm. When you apply you agree not to close early.
- We cannot promise merchandise exclusivity as we don't always know everything a vendor is selling. If you are a consultant for a specific brand, check with your corporate representative.
- All participants must be approved by the Port Jervis Tourism Board prior to acceptance to this event. *Unless otherwise notified, your application is accepted.*
- Applications must include a signature for the Waiver, agreeing to comply with the rules on this page, and to indemnify and hold harmless Port Jervis Tourism Board, the city of Port Jervis, and their agents.

VENDOR APPLICATION DEADLINE: AUGUST 27, 2015, NO EXCEPTIONS

No refunds will be given due to vendor cancellation, poor weather or attendance factors.

Space size: 11 foot x 11 foot, double 22 foot x 11 foot

- Electric hookups require special placement, are subject to availability, and require additional fees call 845-856-1611 well in advance to reserve, or be prepared to bring a generator or battery backup.
- You must immediately adjust if you encroach on another space.
- At close-down, leave your area clean.
- Raffles are only permitted with a game of chance number from the NYS Racing and Wagering Board.

No vehicles may remain in the festival area during festival hours without prior permission.

If your set-up includes a trailer or food truck, advise and state the dimensions on the application.

General:

- Exhibitors are responsible for supplying their own tables and chairs.
- All tables must be covered to the ground, with storage and inventory boxes out of sight.
- Vendors are responsible for their table security.
- BOTH sides of our street may be sunny, depending on time of day. Bring cover if you need it.
- If primarily selling food items, you must apply as a food vendor.
- FOOD vendors must obtain a health permit from the Orange County NY Dept. of Health.
- Merchandise must be new (exception: antiques); NO FLEA MARKET MERCHANDISE.
- Crafts must be handmade by the exhibitor.
- Vendors are responsible for collecting and filing NYS sales tax.

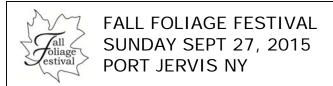
We appreciate your compliance with these rules, to make it a smooth, fun, successful day for all.

Keep this part; return the completed application with check payable to Port Jervis Tourism

- mail to: Port Jervis Tourism, PO Box 27, Port Jervis NY 12771
- bring to City of Port Jervis, 20 Hammond St, Port Jervis Monday-Friday 9-5







and unnamed sponsors.

_____ signature ___



PJTB USE ONLY			
Space#			
Electric Y 110 220			
2013 space			
Check#			
Amt \$			

date ___

Application Deadline: AUGUST 27, 2015 no exceptions

			Date rec'd	
☐ Returning vendor selling	same type items, check here	RETURN THIS PAGE		
	n the back of this sheet, give a br cribe the organization or product y			
vendor name	conta	act person		
phone	email(our contact t			
	(our contact t	to you is via email, print very clearly	<i>'</i>)	
re-print email				
street address				
city/state/zip				
SPACE REQUIREMENTS:				
☐ CHARITABLE ORGANIZATION/NOT-FOR-PROFIT from CITY OF PORT JERVIS ☐ WITH SALES 11 ft X 11 ft = \$35 ☐ NO SALES 11 ft X 11 ft = \$10 ☐ INFORMATION ONLY, from CITY OF PORT JERVIS, NO SALES ☐ 11 ft X 11 ft = \$20				
☐ INFORMATION, from OUTSID	DE CITY OF PORT JERVIS = \$60	t X 11 ft = \$100		
	ect to availability, call 845-856-16 how many: □ 220 am		_	
,	check payable to Port Jervis Touris our space & require advance cash repla	•	e)	
Vendor	has read the GUIDELINES & R	ULES and will comply with those	and also:	
and hold harmless Fall Foliag sponsor, their members, offi- loss and theft, claims, or liab Foliage Festival. These are to	nas agreed to rent space as part oge Festival, Port Jervis Tourism Bocers, directors, employees, public bilities or judgments arising from to include, but are not limited to, these or penalties associated with se	pard, City of Port Jervis, and any officials, and agents, from any a the undersigned's activities engathe attorney's fees incurred in the	other unnamed and all damages, ged during Fall e defense of an	