



Sponsored by the Sharon Springs Chamber of Commerce

2019 VENDOR APPLICATION

Welcome and thank you for applying to be a vendor at the 2019 Annual Sharon Springs Garden Party, taking place on **Saturday, May 25th and Sunday, May 26th** in Sharon Springs, New York. This two-day event is a juried event bringing together shoppers and makers. We are looking for home-made, handcrafted, artisan, New York and USA producers. We will thoughtfully and carefully hand-pick the vendors that are the best fit for the Sharon Springs Garden Party.

Applications will be accepted through **May 20th 2019**. You may submit an application with payment and will be notified as soon as possible if you have been accepted as a festival vendor. Since this is a juried event, just sending in an application with payment does not guarantee you will be accepted. You will receive a confirmation email, if accepted, from the Chamber of Commerce with confirmation and general location of your vendor spot - The American Hotel lot, Chalybeate Park, and across from The Roseboro Hotel.

Please note, if you are a returning vendor, please make sure you still answer all the questions completely as we are updating our records this year. We plan to highlight vendor profiles on our website, Facebook and Instagram pages. Be sure to provide a link to your website or Facebook page to help us identify your business.

Booth Fees and Information

Booth Size: _____ One 10' x 10' space - \$90

_____ Electrical - \$5 ea. (available on a limited, first come-first served basis)

Returning Garden Party Vendor YES _____ NO _____

If so, where was your booth located? _____

Type of Vendor (please check) Craft _____ Food _____

Name of Business _____

Owner's Name _____

Business Address _____

Phone _____ **Cell Phone** _____

Sales Tax ID # _____

Email _____

Website Address _____

Facebook _____ **Instagram** _____

We are interested in using photos directly from your websites for Garden Party promotional purposes. If selected for the market, would you allow us to use your photos? YES _____ NO _____

Tell us about your craft or products:

VENDOR TERMS & CONDITIONS OF ACCEPTANCE

1. The Sharon Springs Chamber of Commerce (SSCC) agrees to provide space for Vendors to operate a 10 x 10 booth as a participant of the 2019 Sharon Springs Garden Party. Space provided does NOT include a tent, table or chairs – Vendors should bring their own. Vendors recognize that the Garden Party is an outdoor event.
2. Vendors must have their sales tax certificate available and posted in a visible space in their booth at all times during the Garden Party hours. The State randomly shows up at festivals and will ask for proof of your Sales Tax Permit. SSCC will take no liability or responsibility if you are audited and found not to have a valid permit. Vendors are responsible for the collection and payment of sales tax. Vendors will comply with all applicable State and Federal laws.
3. Food vendors must have a valid certificate from the Department of Health.
4. Priority location will be given to past Garden Party vendors and new booth assignments will be generated on a first come, first served basis and at the discretion of the SSCC. Vendors may not switch booth assignments.

5. Vendor hours will be Saturday, May 25th from 10 AM to 5 PM and Sunday, May 26th from 10 AM to 4 PM. Vendors shall maintain their exhibit until 5:00 pm Saturday and 4:00 pm on Sunday. Vendors may not breakdown any part of their booth prior to these times. SSCC may give permission to close early in the event of inclement weather.
6. Check in & set-up times for are Saturday, May 25th from 7AM to 9:00 AM. Set-up is available on Friday by special arrangement. *Vendors need to be ready for shopper by 9:30 AM on Saturday, May 25th*
7. Limited security will be provided on Saturday evening. However, SSCC will not take responsibility or be liable for any loss or theft of any vendor items. It suggested that you not leave anything of great value in your booth overnight. SSCC also will not be responsible for any damage to booths, tents or product in the event of inclement weather.
8. After unloading, all Vendor vehicles (including associates and/or employees) must be moved to a designated parking area identified by SSCC.
9. Vendors agrees that any item(s) deemed objectionable by SSCC will be removed from display immediately. If it is determined that items for sale are not handmade or handcrafted, but are resale products, Vendors will agree to leave the Garden Party immediately.
10. No smoking or alcohol is permitted in the Vendor's booth or in the vending area.
11. Upon tear-down, Vendors agree to pick up all trash in and around their booth and take it to the nearest trash receptacle.
12. Pictures of your pets are welcome but your pets, sadly, cannot be allowed at your booth or in the vending area for liability reasons.

VENDOR ACCEPTANCE

If my business is accepted to participate in the SHARON SPRINGS GARDEN PARTY, sponsored by the Sharon Springs Chamber of Commerce, on May 25 & 26, 2019, (I/ we) the undersigned will be participating in the Sharon Springs Garden Party and agree to all terms and conditions stated above.

Vendor's Signature: _____ **Date:** _____

Payment is accepted by check only. Check should be made payable to: **Sharon Springs Chamber of Commerce.** Note *Garden Party Vendor Fee* in the memo line. Fees are due by **May 20th 2019.**

Application and checks mailed to: Sharon Springs Chamber of Commerce
 Sharon Springs Garden Party
 P.O. Box 182
 Sharon Springs, NY 13459

CHAMBER WEBSITE: www.sharonspringschamber.com

Email questions to: sharonspringschamber@gmail.com or call 518-860-5513.