

2023 Jordan Fall Festival

Arts & Crafts/Merchants Show Application

The Jordan Fall Festival has two separate tents for show booths. One tent contains Arts & Crafts and one tent contains Merchants. These tents are coordinated by different volunteers, so it is important to ensure you make note of the correct contact supplied in this application. This is a juried show. This means that all products go through a juried selection process by a panel each year. "Arts & Crafts" means "one of a kind", limited editions and unique items. Merchants means buy/sell, manufactured or imported work.

Submission of your application and jury fee is not a guarantee of acceptance into the 2023 festival. If you are not selected your fee will be returned.

EVENT DETAILS:

Dates and Times: September 15, 2023 from 5:00 pm – 9:00 pm (set up begins at 11 am)
 September 16, 2023 from 10:00 am – 9:00 pm
 September 17, 2023 from 11:00 am – 5:00 pm

EVENT DEADLINE: Applications must be postmarked by May 1, 2023. Late applications may be accepted at the discretion of the jury where space is available and will be subject to a \$25.00 late fee.

JURY & BOOTH FEES: The rental fee for 10 X 10 space is \$150.00. No refunds will be issued after August 1, 2023. A check returned for insufficient funds will be subject to a \$25.00 returned check fee. If we are forced to cancel because of the pandemic or other uncontrolled forces, it will be your choice to receive a refund or roll your fee to the following year.

JURY DECISION: **Notification of the jury decision will be made by May 15, 2023** Upon notification that you are accepted into the event, you will be notified by June 1, 2023. Failure to meet deadlines may result in the loss of your space. Jury decision are final.

APPLICATION REQUIREMENTS:

- Applications must be complete.
- Applications must include a minimum of three photographs of your product and two photographs of your product being displayed. Please label each photograph with your name. Photos will be returned at registration or by mail if not accepted. Just because you have participated in previous festival events does not mean that you do not need to provide photographs. Application without photographs will be returned unaccepted.

BOOTH ASSIGNMENTS:

Booths are designated upon receipt of the booth fee. Use is restricted solely to the Exhibitor to whom the space is assigned. Only work accepted by the jury is to be displayed or sold. The Arts & Craft/Merchants portion of the festival takes place under a tent supplied by the festival committee; however, you are welcome to bring your own tent to set up within the festival's tent. Exhibitors must provide their own display equipment. Electricity is available but you must bring your own extension cords sufficient to run the length of the tent.

MAIL BY MAY 1, 2023

- Completed application form with three images representative of your work plus two images of your product being displayed.
- Booth fee: \$150.00 (single space); \$300.00 (double space) booth fee

Tent/Coordinator:	Check Payable to:	Mail Application and Check to:
Arts & Crafts Tent Cindy Milton	Jordan Fall Festival Art & Crafts	Jordan Fall Festival Arts & Craft Tent c/o Cindy Milton 5888 Hamilton Rd Jordan, NY 13080 Email: cindu01@yahoo.com 315-415-7203
Merchants Tent Tammy Simmons	Jordan Fall Festival Merchants Tent	Jordan Fall Festival Merchants Tent c/o Tammy Simmons 84 South Hamilton Street Jordan, NY 13080 Email: lilypadcos@yahoo.com (Merchants in subject line please) 315-436-1170

ADDITIONAL INFORMATION:

- The number of exhibitors per category may be limited to allow for more diverse show. Categories will be juried on a first-come, first-serve basis.
- Obstructions such as tent poles or electricity boxes may be in the area. Please plan accordingly.
- Heaters and halogen lamps are not allowed.
- You will need to bring your own extension cords (between 50' and 100' is recommended) with 3-prong plugs.
- All exhibitors are responsible for collecting and reporting NYS Sales Tax and for displaying a valid Certificate of Authority.
- Insurance, if desired, must be obtained by vendors at their own expense.

PARKING:

There is a designated parking area for exhibitors, and you will be provided with a "parking tag" upon registration. Exhibitor's vehicles found outside of the designated area may be towed at the discretion of the Committee and at the expense of the Exhibitors. Exhibitors with campers or motor homes must make arrangement to park their vehicles with Committee prior to the festival. During Sunday's Car Show you will be required to enter the exhibitor's area from Drummond Drive, not Chappell Street. Directions will be provided on the parking pass.

TEMPORARY FOOD PERMIT:

If you sell any type of food product in your booth it's your responsibility to confirm if you need to have a temporary food permit. You would not fall under the Jordan Fall Festival permit. You can find information and can apply for a Temporary Food Permit from OCHD:

<http://www.ongov.net/health/documents/TemporaryFoodPermit.pdf>

VENDOR GUIDELINES:

By submitting your signed application, you are committing to abide by the following guidelines and can be asked to leave the festival grounds if deemed incompliant and you will be prohibited from entry into future Jordan Fall Festivals.

- You are responsible for removing your own trash. Please do not leave your trash or anything else in your booth after the festival. There are plenty of trash receptacles, including dumpsters near the First Aid tent.
- Exhibitors are to stay within their 10 X 10 designated area. No area outside the tent is an exhibit area and **MUST** be kept clear for fire safety.
- No selling of toy weapons of any kind such as marshmallow or rubber band shooters or toy guns.
- No hawking, peddling or other selling or advertising is allowed outside of the exhibitor's assigned area.
- Exhibitors may not use any sound amplification equipment of any type.
- Campaigning or advertising for any political office is not permitted.
- Dogs are not permitted.
- Costumes are not permitted.

We look forward to working in making this a successful show and a positive experience for all.

Please feel free to contact the tent coordinator with any questions Monday – Friday, 6 pm to 9 pm.

EXHIBITOR INFORMATION

Name: _____ Daytime Phone: _____

Business Name: _____ Evening Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____ Tax ID No: _____

Website: _____

Vehicle On-Site: Make: _____ Model: _____ Year: _____ License Plate# _____

Will you be using a motor home/camper: _____

If so, must be approved by Committee

of spaces requested: _____ If returning crafter current space # _____

PRODUCT INFORMATION

Please provide a description of your work. Please be very descriptive. You will be limited to selling the products you describe in your application. Please be specific.

I understand and agree that neither the Jordan Community Council, Jordan Fall Festival and its committee members, the Village of Jordan, the Town of Elbridge, the Jordan-Elbridge School District their employees or volunteers will be held liable in any way, whatsoever, for loss, theft, damage, or defacement of any vehicle or property displayed or used in display of any exhibit, or matter how same may be caused. I understand the vendor guidelines stated in the application details on page 3 as well as the show requirements detailed in this application. By signing below, I and others in my booth agree to comply with them. If I am found not in compliance with all show guidelines and requirements, I will not be allowed into future festivals and may be asked to immediately leave the current festival if the condition warrants such action.

Signature: _____ Date: _____