

# 2027 Jordan Fall Festival

## Arts & Crafts / Merchants Show Application

### SHOW OVERVIEW

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 please use the correct contact information provided in this application.

This is a juried show. All applications are reviewed through a juried selection process each year.

“Arts & Crafts” means one-of-a-kind, limited-edition, handmade, original, or otherwise unique items. “Merchants” may include buy/sell, manufactured or imported work, businesses, service providers, nonprofits, community organizations, or other approved exhibitors whose booth purpose is to sell, promote, demonstrate, or provide information about products, services, or community resources appropriate for the Festival.

Submission of an application and booth fee does not guarantee acceptance into the 2027 Festival. If you are not selected, your booth fee will be returned.

### EVENT DETAILS

September 17, 2027: 5:00 p.m. – 9:00 p.m. (setup begins at 11:00 a.m.)

September 18, 2027: 10:00 a.m. – 9:00 p.m.

September 19, 2027: 11:00 a.m. – 5:00 p.m.

### APPLICATION DEADLINE

Applications must be postmarked by May 1, 2027. 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 a 10' x 10' space is \$150.00. A double space is \$300.00. No refunds will be issued after August 1, 2027 for accepted exhibitors who later cancel.

A check returned for insufficient funds will be subject to a \$25.00 returned check fee. If the Festival is forced to cancel because of circumstances beyond its control, you may choose to receive a refund or roll your fee to the following year.

### JURY & SELECTION PROCESS

- All applications are reviewed annually. Meeting the minimum application requirements, payment of the booth fee, prior participation, or prior acceptance does not create a right to participate or guarantee acceptance.
- The jury may consider completeness and accuracy of the application; whether the proposed booth fits Arts & Crafts or Merchant criteria; overall Festival fit; quality and professionalism of the proposed booth; category diversity and duplication; available space; and, for returning exhibitors, documented prior Festival history and compliance.
- For returning exhibitors, documented history may include compliance with Festival rules, adherence to approved booth activities, responsiveness to Festival direction, verified complaints or incidents, and whether prior violations were corrected when requested.
- The Festival may limit the number of exhibitors in substantially similar categories to maintain a varied show. Similarity alone does not automatically disqualify an applicant.
- Applications may be accepted, accepted if space allows, waitlisted, declined, or held for additional review. Jury decisions are final.
- Acceptance in a prior year does not guarantee acceptance in a subsequent year, and a prior booth assignment does not guarantee the same location or space.

Jury decisions will be communicated by June 1, 2027. Failure to meet subsequent deadlines may result in the loss of your space.

## APPLICATION REQUIREMENTS

- Applications must be complete.
- Arts & Crafts/product applicants must include a minimum of three photographs representative of the products/work and two photographs showing the product or proposed booth display. Please label each photograph with your name. Returning exhibitors must also provide current photographs.
- Service providers, businesses, nonprofits, community organizations, and other non-product exhibitors must provide sufficient information and, where applicable, examples of proposed signage, literature, displays, promotional materials, or booth presentation so the jury can evaluate the proposed booth.
- The application must fully and accurately describe all products, services, displays, promotions, materials, demonstrations, giveaways, solicitation, fundraising, or other activities planned for the booth.
- Incomplete applications or applications that do not provide sufficient information for jury review may be held for clarification or not accepted.

## BOOTH ASSIGNMENTS & APPROVED ACTIVITIES

Booths are designated upon receipt of the booth fee and acceptance. Use is restricted solely to the exhibitor to whom the space is assigned.

Only products, services, displays, materials, promotions, demonstrations, solicitation, and other booth activities disclosed in the application and approved through the jury process may be offered or conducted. Material changes or additions require advance Festival approval.

The Arts & Crafts/Merchants portion of the Festival takes place under a tent supplied by the Festival; however, exhibitors may bring their own tent to set up within the Festival tent. Exhibitors must provide their own display equipment. Electricity is available; exhibitors must provide suitable extension cords sufficient to run the length of the tent.

## MAIL BY MAY 1, 2027

- Completed application form with the required images/materials described above.
- Booth fee: \$150.00 (single space); \$300.00 (double space).

| Tent / Coordinator                                                                                                   | Check Payable To                    | Mail Application & Check To                                                                              |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------------------------------------------------------------------------------------------------|
| Arts & Crafts Tent<br>TBD<br>Email: jordanfallfestinfo@gmail.com<br>315-415-7203                                     | Jordan Fall Festival Art & Crafts   | Jordan Fall Festival Arts & Craft Tent<br>c/o Jordan Fall Festival<br>PO Box 582<br>Jordan, NY 13080     |
| Merchants Tent<br>Tammy Simmons<br>Email: lilypadcos@yahoo.com<br>(Merchants in subject line please)<br>315-436-1170 | Jordan Fall Festival Merchants Tent | Jordan Fall Festival Merchants Tent<br>c/o Tammy Simmons<br>84 South Hamilton Street<br>Jordan, NY 13080 |

## ADDITIONAL INFORMATION

- The number of exhibitors per category may be limited to allow for a more diverse show.
- Obstructions such as tent poles or electrical boxes may be in the area. Please plan accordingly.
- Heaters and halogen lamps are not allowed.
- Bring extension cords between 50' and 100' with 3-prong plugs.
- Exhibitors are responsible for collecting and reporting NYS Sales Tax and displaying a valid Certificate of Authority when required.
- Insurance, if desired or required for an exhibitor's activities, must be obtained by the exhibitor at their own expense.

## **PARKING**

There is a designated parking area for exhibitors, and a parking tag will be provided at registration. Exhibitor vehicles found outside the designated area may be towed at the discretion of the Festival and at the exhibitor's expense. Exhibitors with campers or motor homes must make arrangements with the Festival in advance. During Sunday's Car Show, exhibitors must enter the exhibitor area from Drummond Drive rather than 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 is your responsibility to determine whether a temporary food permit is required. Booth vendors do not fall under the Jordan Fall Festival's food permit and must comply with applicable Onondaga County Health Department requirements.

## **VENDOR GUIDELINES**

By submitting a signed application, the exhibitor agrees to comply with all Festival rules, approved booth activities, and reasonable directions from authorized Festival representatives. Noncompliance may result in corrective action, removal from the Festival without refund, documentation of the incident, and/or consideration during future jury reviews. Serious or repeated violations may be grounds for denial of future applications. All participants are required to:

- Remove all trash and booth materials at the end of the Festival.
- Remain within your assigned 10' x 10' booth area. Areas outside the tent are not exhibit areas and must remain clear for fire safety.
- No selling of toy weapons of any kind, including marshmallow or rubber-band shooters or toy guns.
- No hawking, peddling, selling, advertising, promotion, distribution of materials, solicitation, demonstrations, or other booth activities outside the assigned booth space.
- Exhibitors may not use sound amplification equipment of any type.
- Campaigning or advertising for any political office or in support of any political positions or individuals affiliated with political positions is not permitted.
- Dogs are not permitted.
- Costumes are not permitted.
- Exhibitors may not obstruct pedestrian traffic, approach attendees outside the assigned booth for solicitation or promotion, repeatedly engage attendees who have indicated they do not wish to participate, or interfere with another exhibitor's or attendee's use and enjoyment of the Festival.
- Exhibitors must comply with reasonable directions from authorized Festival representatives regarding booth boundaries, safety, parking, approved activities, Festival rules, attendee interactions, and Festival operations.

We look forward to working together to make this a successful show and a positive experience for all. Please contact the appropriate tent coordinator with questions Monday–Friday, 6:00 p.m.–9:00 p.m.

## EXHIBITOR INFORMATION

Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Business/Organization 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 yes, advance approval is required.

# of spaces requested: \_\_\_\_\_ Returning exhibitor current/prior space #: \_\_\_\_\_

## BOOTH ACTIVITY & PRODUCT / SERVICE INFORMATION

Primary booth purpose (check all that apply):

☐ Sell products ☐ Promote services/business ☐ Community/nonprofit information ☐ Demonstrations/education ☐ Other:

\_\_\_\_\_

Please describe everything you plan to sell, display, promote, distribute, demonstrate, discuss, solicit, or otherwise conduct from your booth. Be very specific. You will be limited to the products, services, materials, and activities described in your application and approved through the jury process.

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Will you distribute literature, printed materials, promotional items, or giveaways? ☐ Yes ☐ No

If yes, describe: \_\_\_\_\_

Will you solicit donations, memberships, registrations, appointments, contact information, subscriptions, pledges, or other commitments? ☐ Yes ☐ No

If yes, describe: \_\_\_\_\_

Will you conduct demonstrations, interactive activities, drawings/contests, or fundraising? ☐ Yes ☐ No

If yes, describe: \_\_\_\_\_

## APPLICANT ACKNOWLEDGMENT & AGREEMENT

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 connection with any exhibit, no matter how caused.

I acknowledge that the Jordan Fall Festival is a juried event and that submission of a complete application, payment of applicable fees, prior participation, or prior acceptance does not guarantee acceptance. I understand that applications are evaluated annually based on Festival criteria, which may include Festival fit, category balance, available space, quality/presentation, completeness and accuracy of the application, and documented prior Festival history and compliance.

I certify that I have fully and accurately described the products, services, displays, promotions, materials, activities, solicitation, demonstrations, and other activities planned for my booth. I understand that acceptance is based upon the information submitted and that material activities not disclosed and approved may be prohibited.

I agree to comply with Festival rules and reasonable direction from authorized Festival representatives. I understand that noncompliance may result in corrective action, removal without refund, documentation of the incident, and consideration during future jury reviews.

I understand that all applications are subject to the Festival's annual jury review and that jury decisions are final.

By signing below, I and others in my booth agree to comply with the Vendor Guidelines and show requirements detailed in this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Would you be open to contributing a gift certificate or door prize item (usually valued at \$25) for the Sunday Car Show?

☐ Yes ☐ No

Your name/business will be announced during the giveaway through the Car Show speaker system, presenting an excellent advertising opportunity!