

**GENERAL INFORMATION & REQUIREMENTS FOR
VENDORS - Selling food that is prepared on site. \$250.00
(NYS Dept. of Health permit may be required.)**

1. Vendors are required to pay the French Festival Committee a sum of \$250.00 per booth space for Saturday & Sunday. All fees are payable at the time of application. Any checks returned for insufficient funds will **be charged a \$20.00 fee.** Please make checks payable to FRENCH FESTIVAL COMMITTEE.
2. Submission of application does not guarantee space at the Festival. **You must provide a copy of your N.Y.S. certificate of authority to collect sales tax. Vendors are responsible for collecting N.Y.S. sales tax and must possess and display your sales certificate. Food vendors must possess and display a NYS Department of Health Food Permit if required. A Certificate of Liability insurance form must be included with the Cape Vincent Chamber of Commerce/French Festival Committee listed as additional insured.**
3. The committee will review each application and you will be notified on your application. The committee reserves the right to accept or reject any application. Those rejected will be returned, along with application fee and photo.
4. A description of your booth must be included with your application along with any request or special requirements. Vehicles and trailers used for booth may be subject to relocation upon arrival if they do not fit in space or considered to be a hindrance to other vendors or crafters in the area. Be specific in describing your booth.
5. **This is an outside venue. All spaces are 10 x 10.** Do not bring awnings or weather covers that require a larger ground space. Vendors who require more than one space or have two frontages will be charged for 2 spaces.
6. **There are no electric or water hook-ups available.**
7. All trash/garbage of individual vendors must be removed from site by vendor. NO EXCEPTIONS.
8. Vendors will be located based on product sold we ask that you include a **detailed list of items** so we may place all vendors appropriately.
9. Articles may be sold from your booth from 9 a.m. to 6 p.m. on Saturday and on Sunday from 9a.m to 3p.m. Booth set up may start at 1p.m. to 6 p.m. on Friday and on Saturday from 7 a.m. to 9a.m. The committee requires that all displays remain up for both days of the festival, unless requested and approved in advance.
10. We do not provide security; therefore exhibitors are responsible for their own trailers/setup. French Festival committee does not assume any responsibility for loss/damage that any participant may suffer.
11. Each vendor should provide their own display materials, tables, chairs, overhead coverings, etc. and be responsible for his/her own property. All displays must be neat and professional.
12. **Vendors are encouraged to dress in a French theme.**
13. CHECK IN AND LOCATION INFORMATION IS AVAILABLE AT THE REGISTRATION BOOTH LOCATED ON BROADWAY ST. NEAR THE ROXY HOTEL **ALL EXHIBITORS MUST REGISTER PRIOR TO SETUP.**
14. **Vendor parking for all vendors is on Murray and Joseph St. This is known as the Bass Ponds. There will be no parking of vehicles allowed on the Village Green and surrounding area throughout the weekend. This is only for loading and unloading of merchandise.**
15. **There will be no Sunday prepay this year. All applications are to be mailed in. The event will take place rain or shine. No pets are to be brought to the event by any vendor.**