



VENDOR INFORMATION & REQUIREMENTS

Cape Vincent French Festival July 7, 8 & 9, 2023

(Please keep this document)

1. Exhibitors are required to pay the French Festival Committee a fee per **12'x12'** space:

- Crafter/Handmade by Applicant –Fee \$150 (\$175 if received after April 30)
- Non-Crafter –Fee \$200 (\$225 if received after April 30)
- Food/Beverage –Fee \$250 (\$275 if received after April 30)

Any checks returned for insufficient funds will be charged a service fee of \$20.00. Please make checks payable to **CAPE VINCENT CHAMBER OF COMMERCE**.

2. Submission of an 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 displaying your sales certificate. **Food/Beverage Vendors must possess and display** a New York State Department of Health Food Permit.

3. A Certificate of Liability insurance form must be included with the Cape Vincent Chamber of Commerce & French Festival Committee listed as additional insured.

4. All photos submitted become the property of the French Festival Committee for use in advertising for this year's Festival.

5. The committee will review each application, and upon approval, vendors will be notified and receive a payment link. **Prior approval of previous French Festivals is not guaranteed for this year's Festival.**

6. This is an outside venue. All spaces are 12'x12'. Do not bring awnings or weather covers that require a larger ground space. Vehicles are **prohibited** unless the vehicle contains equipment required in your craft (not storage for extra merchandise).

This event takes place rain or shine. Please plan accordingly for items to secure your tent, as you may not be in a grassy area.

7. **There are no electric or water hook-ups available. Quiet generators are permitted.**

8. It is up to each vendor to remove all trash/ garbage from their booth.

9. Articles may be sold from your display from 5 p.m. to 9 p.m. on Friday, from 9 a.m. to 6 p.m. on Saturday, and Sunday from 9 a.m. to 3 p.m.

- **Booth set up begins at NOON on Friday and from 7 a.m. to 9 a.m. on Saturday.**
- The Committee requires all vendors to be open by 9 a.m. on Saturday morning.
- **ABSOLUTELY NO** tear downs until after 6 p.m. on Saturday. You may not be considered for future years if you tear down early.

10. We do not provide security; therefore, exhibitors are responsible for their own crafts. The French Festival Committee does not assume any responsibility for loss/damage that any crafter may suffer.

11. Each exhibitor should provide their own display materials, tables, chairs, overhead coverings, etc., and be responsible for their own property. **All displays must be:**

- Neat and professional.
- Contain no offensive or illegal materials.*

*Disregard of Vendor Rules & Requirements will not be tolerated. You will be asked to remove the items from your booth or leave. No refund will be granted.

12. Exhibitors are strongly encouraged to dress and decorate their booth in a **French** theme.

13. Vendor parking is available on designated side streets throughout the village.

14. Non-service animals are strictly prohibited in the vendor booth.

**CHECK-IN, WELCOME KIT AND LOCATION INFORMATION ARE AVAILABLE AT THE
REGISTRATION BOOTH LOCATED AT THE ROXY HOTEL ON THE CORNER OF
MARKET & BROADWAY STREET.**

All applications are due by May 31.

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Cape Vincent French Festival