



Vendor,

We are preparing to open up the doors to The Annual Little Italy StreetFest. We are extending our arms out to you, in hopes you will join us in making this year a successful one!

As always, spaces are limited therefore your response to this application is crucial.

If you are interested in vending at our festival this year, please fill out the application below and mail it to the address below by August 1st. You may submit photographs of your work if desired, however they will not be returned unless you provide a self-addressed, pre-paid envelope.

Address:

Kevin Wujciak

417 Union St

Schenectady, NY 12305

Phone: 518-986-1322 (Please leave a message/or text)

Please make all checks payable to ***Little Italy Business Association c/o Doreen Ditoro***

Once your application is received it will be reviewed for acceptance. Therefore, your admission to the festival is not 100% guaranteed. Applications that are not accepted will be returned by mail. Accepted applicants will be notified as soon as possible. Below is the form, which must be filled out electronically. Once the document opens you can type in the fields below.

Event Information:

Our event will be September 8th, 2018 from 12 PM – 9 PM. Rain or Shine.

Thank you for taking the time in considering our event in your schedule, we hope to hear from you soon! If you have any questions, please call me at 518-986-1322 or e-mail littleitalyschdy@yahoo.com

Sincerely,

Kevin Wujciak

The Annual Little Italy StreetFest

Saturday September 8th 12:00PM-9:00PM

RULES AND REGULATIONS:

Please keep this sheet for your reference. If you have any questions about rules and regulations, please feel free to call us at (518) 986-1322.

Vendors will comply with all rules of the festival site. By submitting your application and payment you agree to all these rules.

Your Booth: The space, table covers, and backdrops must match your business. It cannot be offensive in any ways towards customers, other vendors, or to the StreetFest. Any excess inventory shall be stored out of sight. Booths must stay open and operational during the show hours. Displays should be kept neat. **Your booth must also be decorated with red, white, and green colors to represent Little Italy. This can be accomplished with**

Set-Up/Breakdown: Please be prepared to set up on Saturday, September 8th, 2018 between the hours of **8:30 AM and 10:30 AM**. Vendors must be prepared by **11 AM Saturday** for festival operation. Booths may be broken down at 8:00 PM. Booths cannot be broken down or vacated prior to that time without reason. You are responsible for proper clean up at the end of the show. **Trash left at your area at the end of the show will result in a ban from future Little Italy events.**

Leaving Early: You are not permitted to break down your booth until 8 PM. Cars are not permitted onto the street until AFTER 9:00 PM. NO EXCEPTIONS. It is highly suggested and encouraged to bring a cart in which you can load up your merchandise to move to your vehicle's location as mentioned below under 'Vendor Parking'.

Cars/Trailers: **Vehicles are not allowed in the festival area** during the hours of operation, and all preparation items and products must be kept at your booth. Storage trailers that are encased are permitted.

Vendor Parking: It is highly advised to use the following places to park. Friendship Baptist Church parking lot located at 409 Union Street, Schenectady NY, 12305. The City Parking lot located behind Perreca's Bakery & Cornells.

Business Ethics: The Vendor shall conduct business in accordance with all laws and highest standards of business ethics. Also, they must comply with all Health Department Regulations and obtain necessary permits required from the Schenectady County Department of Health if operating a food concession. The Vendor shall be substantially present at the exhibit space for the duration of the show hours and shall have qualified, experienced and responsible staff available at all times. The Vendor shall not consume nor permit his/her staff to consume, alcoholic beverages while vendor/staff are participating at the festival.

Safety: Vendors shall obey all fire regulations and County, State and other applicable laws.

Event Organizers: We reserve the right to ask a Vendor to leave, when in its opinion, the Vendor is found to be disruptive to the show, other Vendors, or customers; the Vendor forfeits the exhibit fee. We also have the right to establish such additional rules and regulations, as it deems necessary for the safe and successful operation of the festival.

Refunds/Returns: We do not offer refunds for booth fees. No exceptions.

Non-Profit Booths: Non-profit booths are permitted on the grounds if they've been approved by the committee. They are not allowed to sell any merchandise but can accept donations.