

2010 JORDAN FALL FESTIVAL MERCHNATS TENT APPLICATION

SEPTEMBER 17,18,19, 2010.

EXHIBITOR INFORMATION

**NEW CLOSING HOURS FOR 2010: 9:00 p.m. Friday night and Saturday night.
Booths closing before 9:00pm either night may not be allowed back in 2011.**

NAME: _____ Day Phone: _____

BUSINESS: _____ Evening Phone: _____

ADDRESS: _____

CITY: _____ State: _____ Zip Code: _____

EMAIL: _____ TAX ID#: _____

WEBSITE: _____ NUMBER OF SPACES REQUESTED; _____

VEHICLE ON-SITE: Year _____ Make _____ Model _____ License plate # _____

PRODUCT INFORMATION

BRIEF DESCRIPTION OF YOUR WORK: _____

I agree to the show conditions as stated on second page of this application and to abide by the decision of the Jordan Fall Festival Committee. By the acceptance of this agreement, I expressly release the Jordan Fall Festival, Village of Jordan, Town of Elbridge, Jordan-Elbridge School District and their employees and volunteers from any and all liability for any damage, injury or loss to any person or goods for any reason whatsoever. Insurance, if desired, must be obtained at my own expense.

Applicant's Signature: _____

Printed Name: _____ Date: _____

Please make check payable to Jordan Fall Festival Merchant Tent. Your cancelled check is your receipt and confirmation.

Mail your completed application and check to; Jordan Community Council-Tammy Simmons, POB 582, Jordan, NY 13080.

Telephone; 315.689.6900

BELOW LINE IS FOR JORDAN FALL FESTIVAL TENT COMMITTEE USE ONLY

Date rec'd; _____ Check No.; _____ Amount; _____ Space(s) No.; _____

2010 JORDAN FALL FESTIVAL MERCHANTS TENT SEPTEMBER 17,18,19, 2010

Please review these guidelines and requirements carefully and retain this portion for your records.

EVENT DETAILS:

- Dates and Times: September 17 from 5:00 p.m. to 9:00 p.m. (Set-up begins at 10:00 a.m.)
September 18 from 10:00 a.m. to 9:00 p.m.
September 19 from 11:00 a.m. to 5:00 p.m.
- Exhibit Area: The merchants tent provides exhibit areas measuring approximately 8' X 8' or 8' x 10' each. Be prepared to adjust your set-up accordingly. Exhibit areas will be assigned in advance. Limited space is available.
The Committee reserves the sole right to assign exhibit areas.
Exhibitors are required to report to the Committee at the north end of the arts & crafts tent prior to setup. You will receive an exhibitor packet which will include your parking pass, directions for entry and other pertinent information. Please read it!
- Exhibitor Fee: \$100.00 per each 8' X 8' or 8' X 10' exhibit area. All exhibit areas include electricity.
*Payment in full must accompany application. If rejected payment will be returned to you. **Application Deadline: April 02, 2010.***
- Cancellation Refund: Cancellations requested prior to August 19, 2010 will be subject to a \$25.00 cancellation fee. Exhibitor fees in full will be forfeited for cancellations after this date regardless of reason.

APPLICATION REQUIREMENTS:

1. Applications MUST be complete. Payment must be in full.
2. It is our preference to communicate via electronic mail. Exhibitors should include a reliable e-mail
3. address on their application. Confirmation regarding acceptance or rejection, and other pertinent information will be sent via e-mail. If you do not have access to e-mail this information will be mailed to you via the USPS and may be delayed.

ADDITIONAL REQUIREMENTS:

- ◆ The number of exhibitors per category may be limited to allow for a more diverse tent.
- ◆ Obstructions such as tent poles or electrical boxes may be in your area, please plan accordingly.
- ◆ Heaters and halogen lamps are prohibited.
- ◆ You will need to bring your own 50 ft. extension cord with a 3-pronged plug.
- ◆ All exhibitors are responsible for collecting and reporting NY State Sale Tax and for displaying their valid Certificate of Authority.
- ◆ Insurance, if desired, must be obtained by exhibitors at your own expense.
- ◆ You are responsible for removing your own trash. Please do not leave your trash or anything else in your booth after the festival. This could keep you out of the show next year. A dumpster is located at the east side of festival grounds.
- ◆ Exhibit area is rented in 8' X 8' or 8' x 10' sections. Exhibitors are to stay within these boundaries. Out the back side of the tent is prohibited and MUST be kept clear for fire safety.
- ◆ No hawking, peddling or other selling or advertising is allowed outside of exhibitors assigned area. Exhibitors may not use any sound amplification equipment of any type.
- ◆ Exhibitors are encouraged to prominently display a business sign.

Please note, there is a designated parking area for exhibitors. Exhibitor vehicles found outside this area may be towed at the discretion of the Committee and at the expense of the Exhibitor. Exhibitors with campers or motor homes must make arrangements to park their vehicles with the Committee prior to the Festival.

Please do not ask for special favors. ***Set-up time begins Friday September 17th.*** 10:00 am.
Please do not bring your vehicles/trailers/campers/motor homes to the Festival area prior to Friday morning. The Festival committee does not have permission to use this area prior to Friday morning at 10:00 am.

We look forward to working with you in making this a successful merchants tent and a positive experience for all. Please feel free to contact me.

Jordan Fall Festival, Tammy Simmons
telephone: 315.689.6900

Festival website: www.JordanNY.com