



ARTS & CRAFTS INTRODUCTION

Harborfest Oswego, New York July 27 - 30, 2023

Started in 1988 as a small, community dream, Harborfest grew to be named a five-time Top-100 Event in North America by the American Bus Association. The Festival features free musical entertainment and attractions in several venues throughout the City of Oswego. The weekend also features talented artists and craftspeople, children's activities, international cuisine, a midway and the festival's memorable centerpiece – one of the most spectacular fireworks displays in the Northeast. The notoriety and longevity of Harborfest makes this an annual favorite and ideal place for vendors to showcase their products to the 75,000+ people who attend.

Arts & Crafts includes all artwork homemade by the artist presenting and selling the materials or must directly supervise the production of the art by assistants or employees. The artists bring items such as reproductions of only their own two dimensional work, production work, unlimited editions of photography, country crafts, ceramics made from commercial molds, jewelry made from purchased beads, stained glass or other items that employ the use of commercial patterns and any item that is purchased and then embellished, including clothing. Production work, for the purposes of these shows, is defined as art or craft generated as a result of an original design by the applicant, which is then executed at an onsite facility.

THE PROCESS

The Arts & Crafts Committee will review all applications. **Interested vendors can participate for three (3) days (Friday/Saturday/Sunday) or for two (2) days (Saturday/Sunday).** Application to be an Arts & Crafts Vendor does not guarantee acceptance. Harborfest reserves the right to decline any vendor for any reason. All artisans accepted into the festival will receive a Vendor Agreement. Review of applications begins when applications are received and continues until all sites are filled.

LOCATION: East Park

APPLICATION FEE:

\$35 (non-refundable)

BOOTH FEES (based on 10 x 10 Booth):

\$150 (\$175 after 2/24) (3 day); \$100 (\$125 after 2/24) (2 day)

MISCELLANEOUS FEES (if applicable):

Electricity (\$25 per 20 amps, duplex outlet) Insurance (\$90)

If interested in renting tent/table/chairs contact the Vendor

Coordinator at vendor@oswegoharborfest.com or 315-343-6858

PAYMENT SCHEDULE

All fees are to be included with the application. If paying with check, submit two checks: Application fee & Booth/Miscellaneous Fees. Checks should be made payable to Oswego Harbor Festivals, Inc. There will be a service fee of \$30 for any returned checks.

The Booth/Miscellaneous Fee check will only be processed if the Vendor is accepted. If the Vendor is not accepted, the Booth/Miscellaneous Fee check will be returned. If paying with credit card, the application fee will be processed immediately and the booth/miscellaneous fee will only be processed if the vendor is accepted.

FESTIVAL REGULATIONS

1. Vendors must abide by the regulations as set forth in the application. Vendors who do not display and/or sell exact list of items submitted with their application will be asked to leave. If asked to leave the festival, a Vendor will forfeit the booth fee. Harborfest will not be liable for lost profits or consequential or incidental damages including, but not limited to travel, lodging, insurance or wages.
2. Vendors must be set up by the time their venue opens each day (subject to change) and remain open until the specified closing times unless notified by Festival officials. Vendors will be provided with exact times by July 1, 2023.
3. No specific booth locations are guaranteed and prior participation in the festival does not guarantee space in the 2023 Festival.
4. Booth spaces are based on 10' wide by 10' deep, with vending from the front and sides only. Vendors and their belongings must stay within these boundaries. Booth spaces cannot be sublet or reassigned. If more space is required, please indicate the exact size of your booth and you will receive a booth cost based on your **actual** size. Each booth will be measured upon completion of set up; if booth is larger than originally indicated, you will be up charged for additional area.
5. All booths should be secure and stable in construction. Electricity is not guaranteed, and fees are charged if electricity is provided.

6. Harborfest requests vendors to provide their own tents (preferably white), tables, and chairs. However, they can be rented from Harborfest for an additional fee. If interested in renting, please contact the Vendor Coordinator at 315-343 6858 or vendor@oswegoharborfest.com. Selling from trucks, vans, or trailers is not permitted without pre-approval from Harborfest.

7. Display booths and items left in place before, during or after the show hours are the full responsibility of the Vendor. Standard public security will be provided.

8. Set up and display materials are Vendor's responsibility. Controlled vehicle access will be allowed ONLY at designated set-up times. NO vehicles are allowed in venues or on site during the festival operating hours. **NO EXCEPTIONS.**

9. Vendors must be registered with the State of New York and are required to display "NYS Sales Tax Certificate" in booth at all times. Vendors are responsible for collection and payment of the appropriate NYS sales tax (8%). If you need a NYS Tax certificate Contact: State of New York Tax ID Information (518) 485-2889 or www.tax.ny.gov. **Vendors must provide a copy of NYS Sales Tax Certificate with their application.**

10. **Vendor must provide Certificate of Insurance naming Oswego Harbor Festivals, Inc., Harbor Festivals Guild and the City of Oswego as additional insured** under the following guidelines: maintain general liability insurance written on an occurrence basis for itself at the festival with combined single limit bodily injury and property damage coverage of not less than \$1,000,000. If you do not have insurance, you may purchase through Harborfest for \$90.

11. Harborfest is not responsible for any damage, loss of personal property, personal injury or accidents involving Vendor and his/her personnel. Vendors indemnify and agree to hold Harborfest harmless from any and all claims, liabilities, demands, lawsuits, costs, penalties, expenses (including reasonable attorney fees) and judgments due to breach of this agreement by Vendors or their personnel.

12. If providing food and/or beverage tasting/sampling, Vendor must contact the Oswego County Health Department (315) 349-3557 to obtain an Oswego County Health Permit.

13. Music played by vendors or PA systems used by vendors must not interfere with other vendors or stages. Music is not permitted while the stages are operating.

14. There is no product exclusivity offered to vendors. Harborfest will make every effort not to place two vendors selling similar items next to each other, but this is not guaranteed.

15. Harborfest personnel must authorize early withdrawal from the event.

16. VENDOR'S SIGNATURE ON THIS APPLICATION INDICATES THAT (S)HE AGREES AND WILL COMPLY WITH THE TERMS AND CONDITIONS STATED HEREIN.

CANCELLATION POLICY: If written notification is received by May 31, 2023, booth/miscellaneous fee will be refunded.

APPLICATION PROCEDURE

Complete application and return to Harborfest, 41 Lake Street, Oswego, NY 13126 with the following items:

- Two Checks (\$35 application fee & Booth/Miscellaneous fees)**
- Copy of NYS Sales Tax Certificate (Booth will not be allowed to open without)**
- Copy of valid photo ID**
- If requesting electricity include a list of electrical devices to be utilized and electrical requirements**
- Images of artwork to be sold and booth display containing artwork**

QUESTIONS: CONTACT US AT: 315-343-6858, 315-343-7390 (fax), email: vendor@oswegoharborfest.com

2023 HARBORFEST ARTS & CRAFTS APPLICATION

(Please print legibly and fill in completely)

NAME	BUSINESS NAME	
ADDRESS	CITY, STATE, ZIP	
PHONE	CELL	NYS TAX ID NUMBER (Include Tax Certificate with application)
EMAIL ADDRESS		WEBSITE

VENDOR INFORMATION

New Applicant List 2 shows you participated in 2022 _____

Returning Vendor

BOOTH FEE (10'x10' total area) – any booth larger will be charged accordingly; indicate number of booths needed

\$150 (\$175 after 2/24) (Fri/Sat/Sun) (____ Booths) \$100 (\$125 after 2/24) (Sat/Sun) (____ Booths)

MISCELLANEOUS FEES (if required)

Electric outlet (\$25) (Based on duplex outlet/20 A) Insurance (\$90) Other Needs: _____

Contact Vendor Coordinator if you need to rent tent/table/chairs from Harborfest.

DO YOU NEED ACCESS TO WATER: Yes No

PUBLICITY DESCRIPTION (FOR PROMOTIONAL PURPOSES): Choose one: Business Name Last Name

PRODUCT DESCRIPTION: Please **attach** list of ALL ITEMS to be sold

PAYMENT CALCULATION

Application Fee: **\$35** Booth Fee: \$_____ + Miscellaneous Fees: \$_____ = **TOTAL** \$_____

PAYMENT METHOD (Check method of payment)

Check/Money Order: send two (2) check(s)/money order(s) for: (1) \$35 Application Fee (2) Booth fee plus Miscellaneous Fees.
Please make sure your name is on the check/money order. Checks should be made payable to Oswego Harbor Festivals, Inc.

Credit Card: Visa MasterCard AMEX Card #: _____

Exp. date: _____ 3-digit security code: _____

I, the undersigned, am the authorized credit card holder and allow Harborfest to charge my account for Festival fees.

_____ _____
Authorized Card Holder **Date**

Application fee will be cashed/charged upon processing. Booth fee and miscellaneous fees (if applicable) will be cashed/charged when signed agreement is received.

AUTHORIZATION

I have read this application and will comply with all Oswego Harborfest regulations.

_____ _____
Vendor Signature Date

QUESTIONS: CONTACT VENDOR COORDINATOR AT 315-343-6858 OR vendor@oswegoharborfest.com. Mail completed application with required items (refer to Application Procedure) to: Oswego Harbor Festivals, Inc., 41 Lake St., Oswego, NY 13126