



COMMERCIAL VENDOR 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.

THE PROCESS

Application to be a Commercial Vendor does not guarantee acceptance. Harborfest reserves the right to decline any vendor for any reason. All Commercial Vendors accepted into the festival will receive a Vendor Agreement. Review of applications begins when applications are received and continues until all sites are filled.

- APPLICATION FEE: \$35 (non-refundable)**
- BOOTH FEES (based on 10 x 10 Booth):** Breitbeck Park \$525 (\$550 after 2/24) East Park \$150 (\$175 after 2/24)
- MISCELLANEOUS FEES (if applicable):** Electricity @ \$25 per 20 amps (duplex outlet) Insurance @ \$90

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 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

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.

- Vendors must be selling a product that a consumer may purchase and walk away with. The sale of cigars, cigarettes, e-cigarettes, chew, ready-to-eat food, or alcoholic beverages will not be permitted.
- Vendors must be set up by the time their assigned 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.
- No specific booth locations are guaranteed and prior participation in the festival does not guarantee space in the 2023 Festival.
- 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. 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 charged for additional area. Booth spaces cannot be sublet or reassigned. Vendors must remain in their designated booths to sell their products. Hawking, soliciting, or roaming the crowds is not allowed. Selling from trucks, vans, or trailers is not permitted without pre-approval from Harborfest.

5. All booths should be secure and stable in construction. Electricity is not guaranteed, and a fee is charged if electricity is provided. 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, contact the Vendor Coordinator).
6. 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.
7. 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.**
8. 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.**
9. **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.
10. 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.
11. 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.
12. 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.
13. There is no product exclusivity offered to vendors (**with the exception of glow-light/electric light up novelties**). Harborfest will make every effort not to place two vendors selling similar items next to each other, but this is not guaranteed.
14. Harborfest personnel must authorize early withdrawal from the event.
15. 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.

QUESTIONS: Contact Vendor Coordinator 315-343-6858 or email vendor@oswegoharborfest.com

APPLICATION PROCEDURE: Complete application and return to Harborfest, 41 Lake St., 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 requirements**
- List of all products to be sold. This will assist in placement of booth**
- Description of how you plan to use your booth; photo or sketch of booth is encouraged**

2023 HARBORFEST COMMERCIAL 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)

- Breitbeck Park** \$525 (\$550 after 2/24) (____ Booths) **East Park** \$150 (\$175 after 2/24) (____ Booths)

- 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 the products that you feature. This will assist in placement in park.

PAYMENT CALCULATION

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

(if required)

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 (electric, etc. if applicable).
- Credit Card** (circle one) Visa MasterCard AMEX
- Credit 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.

Please make sure your name is on the check/money order.
Checks should be made payable to **Oswego Harbor Festivals, Inc.**

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 Street, Oswego, NY 13126