

## 2018 FESTIVAL GUIDELINES FOR VENDORS

-NO APPLICATIONS WILL BE PROCESSED BEFORE **June 1st** regardless of when the application is received.  
-No application will be accepted without payment in full. ALL PAYMENTS ARE NON-REFUNDABLE.

-No application will be complete without:

- **Certificate of Liability Insurance** naming the Irish Music & Arts Festival, Inc. and another naming the Saratoga County Agricultural Society.
- **Certificate of Workers' Compensation Insurance** naming the Irish Music & Arts Festival, Inc. and another naming the Saratoga County Agricultural Society. If you are claiming an exemption from Workers' Compensation Coverage, a completed form CE-200 verified by the NYS Workers' Compensation Board must be submitted. If you submit an exemption form, no employees will be allowed to enter at the Vendors Gate.
- **Copy of your License to do Business in the State of New York**
- **Copy of Letter of Authority to Collect New York State Sales Tax**
- **Signed Vendor Agreement**
- **Completed Vendor Application**
- **Fee**

-**ANY** registration received after **Friday, September 7, 2018** will be charged **\$100.00 Late Fee**.

-Food vendors must have their complete menus listed on their application. Any item not on the vendor application menu cannot be sold at the Festival. **\*\* ALL FOOD VENDORS MUST HONOR THE FESTIVAL FOOD VOUCHERS FOR WHICH REIMBURSEMENT WILL BE GIVEN WITHIN FIVE DAYS OF RECEIPT OF VOUCHERS. SAMPLE TO BE PROVIDED AT CHECK-IN**

**Food Vendors will not be allowed on the Fairgrounds without their Health Permits**

-**There will be no spaces reserved for vendors.** Vendors will be placed at the discretion of the festival committee in order to avoid duplication of product. **No spaces are guaranteed or repeated**

-There will be no rentals of tents, tables or chairs by the festival coordinator.

-Vendors will be able to purchase additional space, but will not be able to purchase multiple spaces or half-spaces.

-ALL vendors and their employees will use **ONLY ARTIST/VENDOR GATE**. A written list of employees should be made available to the Vendor Coordinator **in advance only if workers' compensation coverage has been provided**. No vendor or employee will be allowed entrance to the festival at any other gate.

-A map of the vendor locations will be provided to the Festival Chairman, Head of Security and posted at the Information tent on Friday, September 15, 2018.

**VENDOR SET UP---PLEASE NOTE:**

**ALL FOOD VENDORS:** placement is Friday ONLY from 8:30 am to 3:00 pm. **THERE IS NO Saturday trailer placement for Food vendors AFTER 7:30 AM.**

**-CRAFT VENDORS:** Craft vendor will be allowed to set up on Friday, 10am to 3pm, and Saturday, 7am to 10:30am.

**All vendors must be unloaded and extra vehicles removed from the vendor area 30 minutes before "Gates Open" at 11:00 on Saturday.**

Vendor Set up for **Saturday** will start at **6:45 am**. **All vendors must be on site by 10:00am.**

(Please note that a vendor may close before the end of the festival but No vendor vehicles (cars or trailers) may drive **ON TO** or **OUT OF** the festival grounds before the festival has ended. **The gates will remain closed until the festival ends.**)

NO vendor vehicles will be allowed onto the festival area after 10am on Saturday.