



Lioness Club of Central Square 34th Annual Apple Festival

All Vendor Registration Form

September 22nd Setup; Rides & Food only 5 – 9 pm; Sept 23rd - 24th, 2017

By submitting this application, all participants attest that they have read the Rules of the Event, and agree to abide by all rules and requests of the festival sponsors and location owners.

Name: _____

Business or Organization Name: _____

Street/City/State/Zip: _____

Phone including area code: _____ E-Mail Address: _____

Facebook page (so we can like you): _____

Tax ID #: _____ Vehicle License Plate #: _____ # of Vehicles _____

Do you use a generator? ___ Yes ___ No

Do you have liability insurance available to your organization? ___ Yes ___ No. If yes, please submit a copy naming the following as additional insured: Lioness Club of Central Square; If you are a food vendor or other "high risk" vendor you must also list MDL Brewerton, LLC and 60 US RT 11, LLC. The certificate must be valid for the dates of the festival, including setup. Please contact us if your insurance company charges to name additional insured.

Per insurance regulations, there is to be absolutely no alcohol on the premises at any time.

How did you hear about our Apple Festival? Please list specific name of paper, TV station, Radio, web site or crafter that referred you: _____

Photos and Describe items you sell: Please include a photo of your items, even if you are a returning vendor. The photo may be used for promotional purposes, and helps us lay out the field.

As an alternative, you may e-mail digital photos to crafters@centralsquareapplefestival.com;

We accept Pay Pal, debit and credit card payments on our web site at www.centralsquareapplefestival.com. A convenience fee is added to all online payments.

IF PAID BY MAIL:

Crafter spaces in our large tent (10x8) (\$103.30 online)..... ___ x \$100.00 = \$ _____

Crafter (or extra non-profit) outside spaces (12x12) (\$77.55 online)..... ___ x \$ 75.00 = \$ _____

Commercial, Independent Rep or Food* spaces** outside (\$180.55 online) ___ x \$175.00 = \$ _____

** Please mark space size needed: ___ 10x10 ___ 10x20 ___ 20x20

* Food Vendors Exclusive item: _____

Non-Profit spaces outside Sat & Sun (12x12) ___ x N/C

Extra Discounted Vendor Entry Passes (2 included w/ space fee) \$3.40 online ___ x \$3.00 = \$ _____

Late application fee if postmarked after 8/1/17 (\$26.05 online)..... ___ x \$25.00 = \$ _____

Voluntary or Sponsor Donation: \$ _____

Total amount due with application: \$ _____

Referral Incentive: If you refer another paid crafter or commercial vendor to our Apple Festival; we will refund \$10 of your space cost on the day of the Apple Festival. The referred person MUST list you on their application. Feel free to pass out our application and general info at other shows.

All Food Vendors are required to get a permit from the Oswego County Health Dept. at 315-349-3557. You are not allowed to give out certain types of free samples without a permit. Food Vendors will pay an additional 10% of gross proceeds at the end of each day of the Festival.

Please make check or money order payable to: Lioness Club of Central Square, and return before specific 1/16, 6/1 or 8/1/17 deadlines to: Lioness Club of Central Square at P.O. Box 666, Central Square, NY 13036. For more information please text or call either Denise at 315-243-3337 or Nancy D at 315-561-8774, or e-mail crafters@centralsquareapplefestival.com.

Please "Like" our Facebook page: <https://www.facebook.com/CentralSquareAppleFestival>

Office Use Only: Date Received: ___ \$ ___ Scan to DB: ___ CDB: ___ Ledger: ___ Confirmed: ___

Photo Rec'd: ___ FB: ___ Env: ___ Passes ___ Mailed: ___ Space # _____

Lioness Club of Central Square 34th Annual Apple Festival
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In consideration for receiving permission to participate in the Lioness Club of Central Square's Apple Festival ("the Event") from September 22nd through September 24th, 2017, I hereby release, waive, discharge and covenant not to sue the Lioness Club of Central Square, the Central Square Lions Club, Lions International, the Town of Hastings, County of Oswego, Reymore Chevrolet, 60 US RT 11, LLC, MDL Brewerton, LLC, Glenn Donnelly, Donnelly Partners, LLC, Central New York Raceway Park, or any property owner that may allow us to use their premises or equipment, or any of their officers, members, servants, agents and employees (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the releasees, or otherwise, while participating in the Event, or while in, on or upon the premises where the Event is being conducted, while in transit to or from the premises, or in any place or places connected with the Event. If I am signing this on behalf of an organization, I attest that I have authority to do so, and agree that my signature covers all persons involved with the festival on our behalf.

2. I am fully aware of risks and hazards connected with being on the premises and participating in the Event, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises and participating in the Event, and I hereby elect to voluntarily participate in the Event, to enter upon the above named premises and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of my being a participant in the Event, whether caused by the negligence of releasees or otherwise.

3. I further hereby agree to indemnify and save and hold harmless the releasees and each of them, from any loss, liability, damage or costs, including reasonable attorneys fees and expenses, they may incur due to my participation in the Event, whether caused by the negligence of any or all of the releasees, or otherwise.

4. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above named releasees.

In signing this release, I acknowledge and represent that:

- A. I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed;
- B. No oral representation, statements or inducements, apart from the foregoing written agreement, have been made;
- C. I am at least eighteen (18) years of age and fully competent; and
- D. I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

In witness whereof, I have hereunto set my hand this ___ day of _____, 20__.

Participant Signature: _____

Name & Organization Printed: _____

Witness: _____

Witness Name Printed: _____

**Lioness Club of Central Square 34th Annual Apple Festival Vendor
General Information and Rules**

Location: Enter at 154 US Route 11, Central Square, NY 13036.

Hours: Friday 9/22/17: Rides and some food only open 5 – 9 pm; Full festival is Saturday 9/23: 9 – 6; Sunday 9/24: 9 – 5

Online Applications Available: You can fill in and send your application and payment electronically from our website. A convenience fee will be applied to all online payments.

Set Up: Crafters and Vendors should set up on Friday, September 22nd, from 10am until 6 pm. Limited setup is available on Saturday between 7 am and 8 am. Food Vendors may set up on Wednesday 9/20 from 9 – 3, or Thursday 9/21 from 9 – 5. No one will be allowed to drive in to set up after 6 pm on Friday, or after 8 am on Saturday and Sunday. Please check in at the registration area to be directed to your space. All vehicles must be moved to the designated parking areas by 8:30 am each morning, and will not be allowed to re-enter until after the festival closes.

Additionally, please remember the following:

If you are setting up on Friday, there will be children in the area enjoying the rides, so use caution when driving.

There is no electricity available. If you are using a generator, you must note it on your application.

Participants must provide any equipment needed to set up their space.

All vendors must follow all rules and requests of the committee.

No raffles or free drawings are allowed unless specifically approved by the sponsor prior to the festival.

Crafter Spaces: Crafter spaces are 10'w x 8'd inside our tent, and 12' x 12' outside. Inside spaces are \$100 for both days/\$103.30 online. Outside spaces are \$75.00 for both days/\$77.55 online. Crafter application deadline is Monday 8/1/17.

Non-Profit Spaces: Local non-profit groups are given one 12' x 12' space at no charge. The festival committee must approve fundraising events. Additional/oversized non-profit spaces may be purchased at crafter fees. Non-profit application deadline is 8/1/17.

Commercial/Independent Consultant Spaces: Spaces are up to 20' x 20' outside or in your own tent. Please mark the amount of space you require on the application form. Cost is \$175 for both days/\$180.55 if paid online. Applications must be postmarked by 8/1/17; however, spaces **WILL NOT BE HELD PAST 1/16/17** for Independent Consultants. We only allow one of each Independent Consultant Party Plan to attend each year, so if you do not register by 1/16/17, **you MAY LOSE YOUR SPACE.**

Food Vendor Spaces: Food vendor spaces are up to 20x20. Cost is \$175 for both days (\$180.55 online), plus 10% of gross proceeds payable to Denise each day. Applications must be postmarked by June 1, 2017, however, **EXCLUSIVE ITEMS and SPACES WILL NOT BE HELD PAST 1/16/17.** Each food vendor **must name their EXCLUSIVE AND UNIQUE ITEM** on their application. All items must receive final approval from the committee after all applications are received. **We only allow one of each exclusive item, so if you do not sign up by 1/16/17, you MAY LOSE YOUR SPACE.**

Vehicle Entry Passes: 2 vehicle admission passes are included with your paid space fee. Extras may be purchased for workers or volunteers for \$3 each. We reserve the right to limit the number of extra passes purchased.

Bad Check Fees: Any check returned unpaid from a bank will be charged an additional \$25 fee.

Late Applications: All late applications, if approved by the committee, will be charged a **\$25 late entry fee**, which must be paid at the time of application. We don't want to collect this, so please submit your application on time.

Parking: Our location allows easier access for vehicles, and we may allow you to drive to your space, weather permitting. Each vehicle will have twenty minutes to unload. Please move to the designated parking area before setting up your space.

Insurance: All vendors are encouraged to provide their own insurance. We cannot be responsible for losses. **Vendors and organizations with insurance are required to submit a copy of their insurance naming the following as additional insured:** Lioness Club of Central Square; High risk and food court vendors are also required to add MDL Brewerton, LLC and 60 US RT 11, LLC. Please contact us if your insurance charges to add additional insured.

Hold Harmless: All participants must sign and submit the Hold Harmless Agreement with the application.

Restrictions: No religious or political solicitation is allowed. No raffles are allowed.

Cleanup: All vendors are responsible for cleaning up their own areas on Sunday night. This includes taking your garbage to our dumpsters. Cardboard needs to be flattened and put in the recycling dumpster located near the end of the ride area. Any vendor not properly cleaning their area by Sunday night will be charged a minimum of \$50.

Rentals tents may be delivered on Tuesday and must be picked up on Monday morning, 9/25.

ATM: The sponsor will provide an ATM. No other ATMs are allowed.

For further information, please contact us at crafter@CentralSquareAppleFestival.com, check out our web site at www.centalsquareapplefestival.com, "Like" us on Facebook at <https://www.facebook.com/CentralSquareAppleFestival>, text or call either Denise at 315-243-3337 or Nancy D at 315-561-8774.



Lioness Club of Central Square
34th Annual Apple Festival
September 22nd – 24th, 2017

FOOD VENDOR ONLY General Information & Rules

Please read the following carefully as soon as you receive it. We have some new deadlines, and you must name your exclusive food item by 1/16/17, or you may lose your space.

Set Up: We realize that food vendors have unique set up issues due to the amount of equipment that may be necessary to run your booth. Food Vendors only are encouraged to set up on **Thursday, September 21st**, from 9 am until 3 pm, and will also be allowed to set up on **Wednesday September 20th** from 9 am until 3 pm if a Thursday setup is not feasible. Any vendor with a trailer that needs to be driven into the area should be set up by Thursday to guarantee driving access to your space. Call us if special arrangements are needed.

In addition to the general rules, **food vendors must also adhere to the following:**

There is no electricity available. If you are using a generator, please note it on your application.

Participants must provide all equipment required to set up their spaces to health department regulations including the following: hand wash setup, potable water hose, backflow preventer and "Y." We will provide a water tree but do not know how much hose will be needed to get to each individual space, so please bring as much as possible.

Vendors must place a non-flammable barrier under their cooking area so that grease does not drip on the stone at the Speedway. Vendors not adhering to this policy will be charged a minimum \$50 cleaning fee.

All food vendors that are cooking on site must have a fire extinguisher easily accessible in their space.

All food vendors must have a First Aid for Choking poster prominently displayed. If you do not have one, one can be printed from: http://www.health.ny.gov/environmental/cpr/docs/first_aid_choking.pdf

FOOD COURT: It is our intention to set up all lunch/dinner food vendors in a food court area. With this setup, each vendor will have equal visibility. Snack type foods may be located on the field.

EXCLUSIVE ITEMS: Each food vendor will be allowed to **choose one exclusive item** that will be sold at their booth only.

Priority will be given to returning vendors to choose their exclusive item, but you **MUST claim your exclusive item by JANUARY 16, 2017**. After that time, we will not be able to guarantee that your choice of exclusive items will be available, and you may lose your space. No one will be allowed to have an exclusive on items that are generic in nature. For example, no one will have an exclusive on water, soft drinks, hot dogs, hamburgers, French fries, side salads or other basic food items. All decisions of the committee will be final, and the committee reserves the right to determine what is considered a core item. Our main goal is to create a food court that is customer friendly, and allows a family to be able to choose any unique food item, while still being able to purchase a child's meal and drinks at the same booth. No vendor is required to sell the core items and no vendor will be allowed to sell only the core items.

APPLICATION DEADLINE: Food vendor applications must be **postmarked JANUARY 16, 2017** in order to be able to claim your exclusive item. After that date, booths will be allocated on a first come basis, and the final food vendor deadline will be 6/1/17. **If you do not apply by 1/16/17 you could lose your exclusive item and/or your space.**

Food Vendor Spaces: Spaces are up to 20' x 20'. All items required for your set up must fit inside this space unless special arrangements are made with the committee prior to June 1st.

Food Vendor Cost: \$175 for both days (\$180.55 online). Food vendors will pay an additional 10% of gross proceeds, payable to Denise at the end of each day.

Health Dept Permit: All food vendors must have a permit from the Oswego County Health Dept (315-349-3557). If you wish to be allowed to sell on Friday night from 5 - 9, please include this date on your permit.

Insurance: Vendors with insurance are required to submit a copy of their insurance naming the following as additional insured: Lioness Club of Central Square, MDL Brewerton, LLC, 60 US RT 11, LLC.

Hold Harmless: All participants must sign and submit the Hold Harmless Agreement with the application.

Cleanup: All vendors are responsible for cleaning up their own areas. This includes taking your garbage to the dumpsters on Sunday night. Cardboard needs to be flattened and put in the recycling dumpster at the end of the ride area. Any vendor not properly cleaning their area by Sunday evening will be charge a minimum of \$50 if we have to clean up your area on Monday morning.

If you have any questions, please e-mail crafters@centralsquareapplefestival.com, or text or call either Denise at 315-243-3337 or Nancy at 315-561-8774.