

NAPLES GRAPE FESTIVAL -- RULES & REGULATIONS
September 25th and 26th, 2021 -- 10am to 5:00pm
APPLICATION DEADLINE DATE July 1st, 2021 or Until event is full

NOTE: While the festival is several months away from this date the Festival Director & Committee Staff , are presently requiring that all vendors, staff, booth sitters, wear masks at all times, and have adequate supply of hand sanitizer, cleaning materials available at all times for yourself as well as visitors to your booth area. It would also be appreciated if you have been able to receive any of the Covid vaccines that you show proof you have been vaccinated. We will keep you abreast of any changes that will be mandated by the Town/Village of Naples or NYS as they become available.

REQUIREMENTS FOR APPLICATION:

- All applicants, including art & crafter, fresh food venues, pre-packaged food vendors are approved by the Festival Committee.
- No Buy/Sell goods allowed
- **ALL VENDORS APPLYING MUST INCLUDE 3 works of their product and 1 image of their tent/booth set-up** (white tents are required). The Festival Committee provides only the applied for empty space. You must bring your own tent. **Absolutely no pictures or photo copies will be accepted.** Must be properly labeled and US mailed to the Grape Festival address. Or email images to naplesgrapefest@gmail.com
- **NOTE: You must remember that you need to stay within the confines of the booth size you are applying for. If you need additional display area and to have visitors have the ability to walk between yours and the vendor booth next to you – you must apply and pay for the next size up booth. And state on application that you need this extra space for that ability.**
- Each vendor is responsible for collecting / reporting their own sales tax, and displaying your NYS Tax ID Form. Ontario County sales tax rate is currently 7.5%.

FRESH AND PRE-PACKAGED FOOD VENDORS:

- All Vendors in either of these 2 categories must submit application and check for booth fee(s), plus electric (see application), along with image(s) and description of trailer / booth size and location of selling windows, and list of food and beverage items to be sold, by application deadline. Must be specific about size requirements.
- **Pre-packaged food Vendors To fit into the standard pricing you must fully create the recipes, produce and package your creations. Pre-packaged vendors using the services of outside companies or family to produce and or package and bottle their goods will pay additional fee. All pre-packaged vendors must include copies of license for food production in NYS (if made by outside company than a copy of that company's license for food production. All packages & cottage industry food vendors must submit a copy of additional insured certification.**
- A specific and detailed description of electrical and water need is required on application. Placement of booths will be contingent on needs and assigned on a first come first served basis. We have limited electric availability.
- No alcohol sales of any kind.
- **NO DUMPING OF FOOD OR GREASE ON ANY GROUNDS AND YOU MAY NOT PUT USED COOKING OIL IN THE DUMPSTERS. Failure to not use appropriate dumpsters will be noted and you will be declined entrance to future Grape Festivals and charged an additional \$200.00 for clean-up.**
- All food vendors are required to **exhibit a current food permit from the New York State Department of Health.**

EQUIPMENT:

- Exhibitors must provide own display equipment (including tools, extension cords and plugs), set-up and dismantle. **All vendors are responsible for the removal of their own garbage.** Leave the site as you found it! There are large dumpsters located at the High School and Memorial Town Hall. **Sites left not cleaned of all debris will be charged an additional \$200.00 for cleaning and refused admittance to future grape festivals.**
- Please be prepared for outdoor sites. Not all grounds are perfectly level. You will need to have your own materials if you need to level your set-up. Vendors placed on sidewalk / driveways must bring adequate weights. **You May Not Drive Stakes into any blacktopped surface.**

ACCEPTANCE / DECLINE / WAIT LIST:

- **Returning Vendor Spaces will not be held if application is received after the July 1st date.**
- Letters of Acceptance / Decline or Wait List will be sent within two weeks of receipt of application for all **RETURNING VENDORS**. **NEW APPLICANTS APPLYING** will receive notification no later than August 15th, 2021.
- ALL FINAL VENDOR ACCEPTANCE INFORMATION OF PARTICIPATION AND SPACE ASSIGNMENT PACKAGES will be emailed mid-late August.
- **NO REFUNDS WILL BE GIVEN UNDER ANY CIRCUMSTANCES TO ANY APPLICANTS AFTER STATUS CONFIRMATIONS ARE SENT.**

PAYMENTS / FEES:

- In an effort to remain competitive with other regional shows, artists of different media's who choose to share a booth must each pay a regular fee.
- Vendor booth space fees can be paid by check or with a Credit Card. See attached Credit Card Form that needs to be filled out legibly & accurately and returned with application.
- **FULL PAYMENT MUST ACCOMPANY YOUR APPLICATION.** No post-dated checks are accepted. **ALL PAYMENTS WILL BE DEPOSITED OR CHARGED IN FULL UPON RECEIPT OF APPLICATION.** Processing of your check or credit card is not an indication that you have been accepted to the show.
- A \$30 fee will be charged for all returned checks. Application will not be put back into system until all fees are paid in full.
- **PAYMENTS RECEIVED AFTER July 1st, 2021 ADD \$25 PER BOOTH LATE FEE.**
- **Regardless of your tenure with the show, we will no longer hold spots if you do not apply on time or after July 1st. Your "usual" spot could be reassigned to a vendor who has paid and applied on time.**

REFUNDS:

- If your admission to the show is declined for any reason booth fees will be returned minus a \$25 processing fee.
- **ABSOLUTELY NO REFUNDS AFTER ACCEPTANCE IS CONFIRMED** (This includes email notification and is the vendors responsibility to check all email notices).

REGISTRATION AND SET-UP:

- **Area 1 (Memorial Town Hall Grounds) -- Everyone must report to Registration (located at the top of the Memorial Town Hall stairs, before beginning set-up.** Vendors located at the Town Hall Site may set up on Friday, September 24^h from 1:00pm to 7:00 pm and on Saturday, September 25th, from 7:00am – 9:30am. **NO VENDORS WILL BE ALLOWED TO BEGIN SETTING UP AFTER 7:00pm ON FRIDAY, 9/24 in any areas of the grounds.**
- **AREA 3 VENDORS (Naples High School Grounds)** may set up on Friday, September 24th, from 5:00pm to 7:00pm and on Saturday, September 25th, from 7:00am to 9:00am. **Big Rig Food Vendors and Sponsors located in the High School parking area need to arrive in Town and parked along Main Street on Friday 9/24 by 4:30pm to line up and be directed to space assignment. Failure to arrive with the Big Rigs at this designated time may potentially effect your getting your allocated space previously assigned to you.** NO vehicles will be allowed in the exhibit areas during show hours of 9:30am to 5:00pm Saturday and Sunday.
- **Remember inclement weather can happen anytime or change suddenly. It is each individual vendor's responsibility to make sure that your booth set-ups are secure. Any damage to another vendors booth or products caused by your lack of inadequately making your booth secure is your responsibility to pay for all damages that occur.**

NAPLES CENTRAL SCHOOL RULE: Absolutely NO vehicles allowed on the school lawn at any time. No alcohol or open containers allowed on school grounds. All garbage must be removed at the end of each day. Please cooperate and be respectful. Do not throw garbage or left over foods on the ground or over fences of private property owners. **Failure to not use appropriate dumpsters will be noted and you will be declined entrance to future Grape Festivals and charged an additional \$200.00 for clean-up.**

ALL VENDORS:

NO PETS OR ANIMALS ALLOWED, accept for service animals. **This includes time during set-up and take-down of vendor booths. No babysitting of pets or animals for friends or family members during the festival.** You will be asked to leave if these rules are not followed and unable to participate in future Grape Festivals.