

Kiwanis Club of Saugerties presents

Hudson Valley Garlic Festival™

2016



Dear Vendor:

Enclosed please find a 2016 Hudson Valley Garlic Festival™ application for participation. Our festival continues this year as a two-day event at Cantine Field in Saugerties, NY. The admission fee remains at \$10 per day. Advance tickets are available at a discount. (See our website www.hvgf.org for details.) Children under 12 are admitted free when accompanied by an adult. The date of the event this year is October 1st and 2nd.

The Kiwanis Club of Saugerties has worked hard to continue to make this a unique event that celebrates garlic and the harvest season. Every year, the competition for booth space grows. Being part of last year's festival is in no way a guarantee that you will be accepted as a vendor this year. Vendors are reminded that their product must reflect or complement our garlic theme. We expect all vendors to make a conscious effort to have an attractively decorated booth. Safety is important; your tent/canopy must be securely anchored to prevent it from becoming a dangerous, airborne projectile, due to the high winds that typically occur at Cantine Field in the Fall.

Use of the trademark (Hudson Valley Garlic Festival™) is controlled by the Kiwanis Club of Saugerties. Unauthorized use will not be tolerated.

All applications will be reviewed for compliance with stated guidelines prior to acceptance. We do not allow vendors to have double booth spaces. No hand delivered applications will be accepted. Applications that are incomplete will be returned. **Applications must include a #10 (9 1/2 inch by 4 1/8 inch) self-addressed stamped envelope with 71¢ postage.**

Applications should be mailed to:

Kiwanis Club of Saugerties
c/o Jean Sutton
8 Village Drive
Saugerties, NY 12477

With garlic on my breath,

Jeanne Sutton
Kiwanis Club of Saugerties
Arts and Crafts Chairperson
Hudson Valley Garlic Festival™



P.S. If you have any questions, please call me at 845-246-6995 between 9:00 am and 9:00 pm only. If this time is inconvenient for you, please email me at crafts@hvgf.org with your question and a good time to call during the following week.

Please note the last page, which lists important regulations regarding cooking, tents and electric panels. Failure to comply with these Town of Saugerties regulations will result in dismissal from the Festival grounds.



CRAFT VENDOR CONTRACT

Kiwanis Club of Saugerties

Hudson Valley Garlic Festival™



Please sign & return to the address indicated on cover letter (Pg. 1). A copy will be signed by Festival Management & returned to you for your files.

THIS AGREEMENT made this _____ day of _____ 2016, between HUDSON VALLEY GARLIC FESTIVAL™ herein referred to as "FESTIVAL MANAGEMENT" and _____ herein referred to as "CRAFTSMAN" for exhibition space in the Craft area for the Hudson Valley Garlic Festival™ to be held Saturday, October 1st & Sunday, October 2nd, 2015, at Cantine Field in Saugerties, NY.

Exhibition space will be 16' x 16'. Each vendor must bring their own tent. Failure to do so will result in exclusion from consideration for future festivals. Total rental fee for the two days is \$235.00 and is to be paid to the Hudson Valley Garlic Festival. (Note: sign checks using your own name . . . do not use "CRAFTSMAN".) CRAFTSMAN requests permission to display and sell the following SPECIFIC PRODUCTS. (List in box below.) Any product or item not specified in the contract will not be allowed anytime during this contract period. SPECIFY ALL PRODUCTS IN DETAIL. (Attach additional sheet(s) if necessary. Remember to 1) provide enough information that your products can be properly covered in the festival program's index and 2) describe how your crafts feature the garlic theme.) No vendor shall have an exclusive on any product. Include photos of your booth and some of your product line. (The statement "Same as Last Year" is not an acceptable description; you must provide description and photo.) I will have all photos at the festival; if you would like them returned to you, just ask.

NEW YORK STATE SALES TAX: CRAFTSMAN must possess a valid N.Y.S. Sales Tax I.D. Number. CRAFTSMAN must provide FESTIVAL MANAGEMENT with a photocopy of a current permit issued by the N.Y.S. Sales Tax Bureau. **CRAFTSMAN WILL NOT BE ACCEPTED WITHOUT THIS CERTIFICATE, which you must display during Festival hours.**

INSURANCE: CRAFTSMAN must furnish FESTIVAL MANAGEMENT with a Certificate of Insurance with liability limit of no less than \$1,000,000 and shall name Kiwanis Club of Saugerties, its directors and officers, and Town of Saugerties as "additional insured" and Cantine Field as the premises for the event. If CRAFTSMAN does not carry insurance, then the AFFIRMATION AND LIABILITY RELEASE (see Page 3) must be completed and signed by the CRAFTSMAN in lieu of a Certificate of Insurance.

Also, CRAFTSMAN will indemnify and hold harmless the HUDSON VALLEY GARLIC FESTIVAL™ and the KIWANIS CLUB OF SAUGERTIES, its officers and directors, from all claims arising from any act of omission of the CRAFTSMAN.

I have read the accompanying Guidelines, Rules, & Regulations and agree to abide by them. I further understand that the vendor fee is non-refundable once I have been accepted and that the Festival is held rain or shine.

Please fill in the information below. If you are selected to participate, we will include information about your business in the festival program. Please check here if you want this information to appear on our Web site as well. (PLEASE PRINT)

BUSINESS: _____	OWNER: _____
STREET ADDRESS: _____	STREET ADDRESS: _____
CITY/STATE/ZIP: _____	CITY/STATE/ZIP: _____
TELEPHONE: _____	TELEPHONE: _____
WEB SITE: _____	EMAIL ADDRESS: _____
# OF ADMISSION PASSES REQUIRED: _____	# OF VEHICLE PASSES REQUIRED: _____
_____ TITLE: _____	_____ DATE: _____

SIGNATURE (OWNER)

CHECKLIST. Please include:

- Contract
- Affirmation & Liability Release
- Pictures
- Vendor fee
- Photocopy of Sales Tax
- Certificate of Insurance
- Signed Copy of Rules & Regulations
- Self-Addressed Stamped Envelope

For Kiwanis Club Use Only

ACCEPTED BY: HUDSON VALLEY GARLIC FESTIVAL™

Jean Sutton, Arts and Crafts Chairperson

ALL DOCUMENTS (plus the full vendor fee) MUST BE RECEIVED BY JULY 1, 2016. You will receive a response on or before August 1, 2016. Submission of your application does not guarantee acceptance.

AFFIRMATION AND LIABILITY RELEASE



I, _____, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the Kiwanis Club of Saugerties 2016 **Hudson Valley Garlic Festival™** celebration, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that neither Kiwanis International nor the Kiwanis Club of Saugerties located in the town of Saugerties and the state of New York, its members and/or directors and officers may be held liable in any way for any occurrence in connection with my participation in the Saugerties Kiwanis Club's 2016 **Hudson Valley Garlic Festival™** that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release Kiwanis International and the Kiwanis Club of Saugerties, its members, directors and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

Signature of Participant

Date

**VENDOR AGREES TO COMPLY WITH THE FOLLOWING
RULES AND REGULATIONS DURING THE
HUDSON VALLEY GARLIC FESTIVAL™, OCT. 1st and 2nd 2016
(1 of 2)**

ALCOHOLIC BEVERAGES: Consumption of alcoholic beverages on premises during Festival hours is strictly prohibited. If VENDOR or their worker/volunteer violates the above rule, that VENDOR will be barred from participating in future Festivals.

VENDOR FEE:

1. VENDOR Fee is due and payable at the time the contract is returned to Festival Management for consideration of acceptance. VENDOR understands that once accepted, the fee is non-refundable and that the Festival is held rain or shine.
2. The Fee entitles VENDOR to a 16' x 16' space at the Festival. The Festival Management will supply no tables, chairs, tents, etc.

SETUP:

1. Booth setup may begin at 12 noon on Friday, Sept. 30th, ending at 6:00 PM. VENDOR may also set up on Saturday, Oct. 1st from 6:00 AM to 9:00 AM, at which time all vehicles must be removed to the vendor parking area. Festival entrances will be locked to all vehicles at 8:30 AM sharp on both Saturday and Sunday.
2. There will be no booth setup on Sunday, October 2nd, restocking of inventory will be permitted (see #2 under HOURS). Security of the Festival grounds will be provided on both Friday and Saturday nights. Diligent efforts will be made to protect the vendor booths and their contents. However, **neither the Kiwanis Club of Saugerties nor the Town of Saugerties will be held responsible or liable for loss or damage to property.**
3. If you are bringing a tent or any other setup that requires that holes be put into the ground, please state such on the contract.
4. It is your responsibility to securely anchor your booth, as the wind and weather can be severe at Cantine Field.

RESTRICTIONS ON MERCHANDISE:

CRAFT VENDORS

1. All items must have been handcrafted by you or by someone directly under your supervision. Reselling items made by others is not allowed.
2. Your crafts must relate to the theme of our festival—garlic. Other items that you've handcrafted may be sold, with approval of the Festival.
3. NO MEDICINAL OR FOOD ITEMS OF ANY KIND.

BUSINESS OR PACKAGED FOOD VENDOR:

1. Your products must reflect the garlic theme of our festival. Token representation will not be tolerated.
2. Food products must be packaged in such a way that the intention is for off-premise consumption (i.e. bottled and sealed jams, jellies, vinegar, and salsa). You must either grow some amount of the packaged food yourself, or you must buy the food locally (within your state or region). You may give away tiny samples of food without a N.Y.S. Health Permit. If you sell food for consumption directly on premise you must apply as a FOOD VENDOR. Please call for details.
3. NO MEDICINAL ITEMS OF ANY KIND.

FOOD VENDORS:

You must have one line of food that includes flavoring with the significant use of fresh garlic. (Shaking garlic powder on hamburgers does not qualify that as a food flavored with the significant use of fresh garlic.) Festival Management encourages the use of fresh garlic in the preparation of all foods sold at the Festival.

GARLIC GROWERS:

You may sell garlic that has been grown by you on your premises and garlic braids and wreaths made by you or your employees. You may also sell any other fresh produce that you have grown on your premises, but 85% of what you sell must be garlic.

GARLIC GROWER PLUS:

In addition to the above you may sell bottled products and other inventory relating to garlic. You may not sell medicinal products of any kind. Again, 85% of what you sell must be garlic. Bottled products should not include drinks intended to be consumed during the festival, because that encroaches on the Food Vendors' territory.

HOURS:

1. The Festival gates open to the public at 10 AM on Saturday and Sunday and close at 6:00 PM on Saturday and 5:00 PM on Sunday. The booth exhibit must be in order by 9:30 AM on both Saturday and Sunday. Vendor may not break down booth until 5:30 PM on Sunday, Oct. 2nd, 2016.
2. If Vendor wishes to remove inventory/equipment from booth on Saturday evening, he/she may do so after 6:30 PM and up to 8:00 PM. The booth must be restocked and vehicle removed by 9:30 AM on Sunday, Oct. 2nd.
3. Vendor will be open for business from 10:00 AM to 6:00 PM (Saturday) and 10:00 AM to 5:00 PM (Sunday) regardless of the weather. The FESTIVAL MANAGEMENT must approve any deviation from posted hours.
4. Vehicles are not permitted in the festival area between the hours of 9:30 AM and 6:30 PM on Saturday and 9:30 AM and 5:30 PM on Sunday.

**VENDOR AGREES TO COMPLY WITH THE FOLLOWING
RULES AND REGULATIONS DURING THE
HUDSON VALLEY GARLIC FESTIVAL™, OCT. 1st and 2nd 2016
(Continued)**



VENDOR PASSES

1. Vendors will be issued non-transferable passes restricted to persons working in the booth with the setup instructions two weeks prior to the Festival. It is expected that most booths will have 2-3 persons working during the Festival.
2. If additional passes are required to operate concession, please specify the circumstances.
3. Vendor passes are non-transferable. Anyone caught transferring his/her pass to anyone else will have their pass revoked permanently and may be barred from the Festival grounds.
4. **NO VENDOR PARKING INSIDE THE GATE. NO EXCEPTIONS. THERE WILL BE SPECIAL VENDOR DESIGNATED PARKING AREAS AVAILABLE.**

DECORATIONS AND HOUSEKEEPING:

1. The colors used in decorating for the Hudson Valley Garlic Festival™ will be the colors of Fall, i.e. rust, orange, purple and lavender. Rustic touches such as bales of hay, bunches of dried grasses and flowers are encouraged. This is a guideline; you may use things that harmonize with those colors and the season.
2. Table displays must be covered and decorative.
3. Housekeeping of the exhibit areas and its immediate vicinity will be the responsibility of the vendor. This will be critical on Saturday night, so that we can clean the grounds for Sunday.
 - a. Cardboard boxes that originate from your booth must be flattened, stacked and tied each night and placed neatly in a pile in front of your booth for collection.
 - b. Garbage and refuse must be bagged and tied each night & placed ready in front of your booth for collection.
 - c. At the end of the Festival, your area must be left as you found it – pristine and clean – with all refuse bagged or tied for easy removal. Note that extra garbage bags are located under the garbage cans.
 - d. Failure to abide by the above will result in a \$50 fine.

SOUND SYSTEMS AND HAWKING:

1. No hawking of any kind is permitted.
2. There will be no amplified systems allowed in the craft/business/farmers areas. This includes bullhorns, portable radios or anything of a similar nature.
3. For those booths that, prior to the festival, are cleared for sound amplification (i.e. radio stations, TV stations), the level of amplification should be no more than would be heard in a 28-foot radius.

ELECTRICITY:

1. **ELECTRICITY WILL NOT BE AVAILABLE** in the craft/business/farmers area.
2. No electrical generators will be allowed.

SUBLETTING OF BOOTH SPACE

Subletting of booth space is strictly prohibited.

PETS:

Pets will not be permitted on the Festival grounds. **THIS WILL BE STRICTLY ENFORCED.**

SMOKING:

Smoking is not permitted inside the festival grounds. This is a Town of Saugerties Law.

TO VENDOR:

Read these Rules and Regulations, sign and return along with your Contract, the booth fee, Certificate of Insurance, copies of required permits, and a photocopy of your N.Y. Sales Tax ID #. Failure to comply with any and all regulations may result in your application not being considered for one or more (or all) future festivals, depending upon the severity of the violation. The decision of the Hudson Valley Garlic Festival committee is final

VENDOR SIGNATURE

TELEPHONE NUMBER

DATE

TOWN OF SAUGERTIES

DEPARTMENT OF SAFETY AND BUILDINGS

4 High Street
Saugerties, NY 12477



Tel. (845) 246-2800
Town contact: Alvah Weeks, Jr. (x333)
Fax. (845) 246-0461

Propane tank used for cooking:

- Must be a safe distance from areas of travel and combustibles.
- Must have safety release valves pointed away from pedestrians, cooking area and tents. Supply gas lines may be required to be lengthened.
- All tanks shall be adequately protected from potential tampering, damage from vehicles and other hazards.
- Must be securely fastened in place to prevent unauthorized movement of tanks.

Cooking areas:

- Cooking equipment must be kept a safe distance from combustibles.
- Outdoor cooking equipment that produces sparks or grease laden vapors shall not be set-up within 20 feet from any combustibles, tents, straw bales, etc. i.e. smoked pork cookers
- All food vendors must have appropriate fire extinguishers. i.e. vegetable, animal oils and fats require a class K rated portable extinguisher

Children's tents or assembly tents:

- Occupancy loads of 10 – 199 persons require two means of egress 36" wide. It can have a curtain if a contrasting color from tent.
- Tents with seating should have 44" aisles. Add 1' of aisle width per 50 additional occupants using that aisle.

Tents:

- Must be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapse.
- Certification relative to flame resistance of the fabric in compliance with Section 2706.3 1-5 of the Fire Codes of New York State.
- Areas within and adjacent to the tents shall be maintained clear of all combustibles.

Electric Panels:

- Areas where panels are accessed or receptacles are utilized and panel doors remain open must be protected from collision and tampering, and areas must be delineated from pedestrian traffic.

Note: all unobstructed passageways or fire roads not less than 12' wide and free from guy ropes or other obstructions shall be maintained at all times.

For the Festival Program and the Web Site:

If you participate in the Hudson Valley Garlic Festival, we must include information about you and your wares in the festival program. Please include the information below that you would like to appear in the program. After the festival, we will include that same information on our Web site; unless you check off the box below, indicating that you don't want that information to appear on the Web site.

Check here if you **do not** want the information below to appear on the www.hvgf.org Web site.

Name of business or booth: _____

Name of owner(s): _____

Address of business: _____

Phone number(s): _____

Web site for your business: _____

email address for your business: _____

Description of your product to be listed on the website*:

* Print legibly and be descriptive, but please don't overdo the adjectives.

PLEASE BRING YOUR OWN BOOTH NUMBERS

As you're decorating your booth, please include a prominently displayed sign (minimum 8 $\frac{1}{2}$ inches by 11 inches) that includes your assigned booth number in large letters.

This will help bring traffic to your booth, for those visitors who have found you in the festival program, and now want to locate you on the grounds, using the program's centerfold map as a design.