

Greater Greenwich Chamber of Commerce, Inc.
6 Academy Street
Greenwich, NY 12834
(518) 692-7979
info@greenwichchamber.org



June 16 & 17, 2017

Dear Artisan,

Planning for the 25th annual Whipple City Festival is underway! The Artisan Market is scheduled for Friday, June 16 from 6:00 PM to 9:00 PM and Saturday, June 17 from 10:00 AM to 6:00 PM (You may stay later into Saturday evening if desired).

Here is what you need to know:

- The Market will feature only handmade items created by artisans and crafters from the local area
- There will be NO vendors displaying imported and/or mass-produced items in the Artisan Market
- You are encouraged to demonstrate your craft if possible
- Setup is Friday, June 16 from 12:00 Noon to 5:00 PM and Saturday, June 17 from 8:00 AM to 10:00 AM

General Festival Information:

This year's festival will begin the evening of Friday, June 16 with a parade at 6:00 PM in the Village of Greenwich. Live entertainment in Mowry Park will follow until 10:00 PM. The Festival continues on Saturday, June 17 with 5K-10K Races and a 1K Kids Fun Run, horse & wagon rides through the Village, family-friendly games and activities, local entertainment, historical reenactments, food, crafts and exhibitors. The Festival concludes Saturday night.

If you would like to join us in the Artisan Market, please return the following items:

- ✓ Your completed Application Form
- ✓ Your signed Rules & Regulations Form
- ✓ A copy of your NYS Tax ID Certificate
- ✓ Two photos of the items you will be selling
- ✓ A check in the appropriate amount (see application form) made payable to:
Greater Greenwich Chamber of Commerce, Inc.

Applications will be dated upon receipt and reviewed. If confirmed, you will receive notification by email or postal mail, whichever you prefer. Spaces are allocated as artisans are confirmed and while we cannot guarantee specific spaces, we will do our best to meet your needs.

Please call the Greater Greenwich Chamber of Commerce office at (518) 692-7979 with any questions or concerns.

Thank you!

Whipple City Festival Artisan Committee

Whipple City Artisan Market Vendor Application

Greenwich, NY

June 16 & 17, 2017



The Artisan Market will be open: **FRIDAY, JUNE 16th 6:00 pm – 9:00 pm** and
SATURDAY, JUNE 17th 10:00 am – 6:00 pm

Business Name:	Tax ID Number:	
Contact Person:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		

Please name and describe the items you will be selling and include 2 photographs of the items.

Please indicate if you will be able to demonstrate your craft: **YES** **NO**

VENDOR FEE

\$35.00 per booth space for Greater Greenwich Chamber of Commerce Member GGCC Member? **YES** **NO**
\$50.00 per booth space for Non-Member

SPACE SPECIFICATIONS

Your fee is calculated by the number of 10ft x 10ft spaces needed to accommodate your booth. If you require more than a 10ft x 10ft space, you will be charged for two spaces.
Example: A 10ft x 12ft booth will require two (2) spaces.

Provide dimensions of your booth (including all external fixtures, tent poles and ropes).

_____ Length

_____ Width

_____ Height

ELECTRICAL ACCESS

Electrical access fee is \$20.00 One outlet per vendor.

Are you requesting electrical Access? **YES** **NO**

How many volts? **120 volts** **240 volts**

Specify your amperage draw _____

Please indicate all electrical uses _____

Bring your own exterior lead cord – minimum 100 ft length

DUE WITH THIS APPLICATION

Vendor Fee: _____ (\$35.00 per booth space for GGCC Member / \$50.00 per booth space non-Member)

of Spaces: _____ (Each space is measured 10ft x 10ft)

Electrical: _____ (\$20.00 flat fee)

Total Due: \$ _____

_____ Yes, I have included two photographs of my items

_____ Yes, I have included a copy of my **NYS Tax ID Certificate**



**Artisan Market Vendor
Rules & Regulations
June 16 & 17, 2017**

1. Vendor Applications are reviewed and evaluated in order of receipt. Booth spaces and electrical access will be assigned on a first come, first serve basis, until Festival capacity is reached.
2. Electrical access is provided for an additional flat fee of \$20. Vendors are limited to one outlet.
3. Applicants must meet all electrical codes and **MUST** provide their own heavy duty grounded exterior lead cord for hook up. If it is determined, at the sole discretion of the Greater Greenwich Chamber of Commerce (GGCC), that the applicant is using electricity for an unapproved or unsafe use, the GGCC may terminate electrical access with no advance notice.
4. All applicants must include a copy of their NYS Tax ID Certificate with their application and display their Tax Certificate during the festival.
5. All applicants must provide **(2) two photographs** of their products.
6. Subleasing of space is prohibited.
7. The Festival is held in Mowry Park and the surrounding area on Main Street (State Route 29) in the Village of Greenwich. **SETUP times on Friday, June 16 are between the hours of 12:00 PM and 5:00 PM and on Saturday, June 17 between the hours of 8:00 AM and 10:00 AM.** Upon arrival, please check in at the Chamber of Commerce tent in Mowry Park prior to setting up. In order to unload your items, you may temporarily park along Main Street, however, you must move your vehicle upon completion. Parking can be found on side streets and designated lots. No parking will be allowed in the Park. Applicant is responsible for removal of all trash, packing materials, boxes, etc. Security is not provided; please do not leave valuables unattended. Do let us know if you need assistance.
8. **Flea Market items and Flea Market type vendors are prohibited.** The Market will feature only handmade items created by artists/fine crafters from the local area. There will be NO vendors displaying imported and/or mass-produced items in the Artisan Market.
9. If it is determined, at the sole discretion of the GGCC, that the applicant is not in compliance with ANY of the regulations as set forth herein, or fails to remove any display crafts or items upon request by the GGCC, that the Chamber considers incompatible with community or safety standards, the Chamber may expel the applicant from the Festival, without a refund.

Agreement:

I understand that this application is not a guarantee of festival space. By submitting this application, I hereby agree to abide by the rules and regulations governing the festival as set forth herein, and any others that may be implemented. I understand that my failure to abide by these rules may result in my expulsion from the festival this year and in the future.

Signature

Date

Please send both sheets of the completed application, all additional documents, and your check payable to:

Greater Greenwich Chamber of Commerce, Inc.
6 Academy Street
Greenwich, NY 12834

For more information, please call the GGCC at (518) 692-7979