



**ALBION STRAWBERRY FESTIVAL  
JUNE 7 & 8, 2013  
BUSINESS/INFORMATION/RAFFLE  
BOOTH APPLICATION  
PO Box 356, Albion, NY 14411**



The Albion Strawberry Festival is celebrating its **27th Anniversary** and would like to have you share in this celebration with us. The sponsoring organization again this year is the Rotary Club of Albion, NY. The 27th ANNUAL ALBION STRAWBERRY FESTIVAL will be held on **JUNE 7 and 8, 2013**. The business/information/raffle booths will begin on Friday, June 7 at 11 am and continue until 9 pm. The hours on Saturday, June 8 will be from 10 am until 8 pm. Tables, chairs, booths, etc. must be provided by the exhibitor. Please keep in mind that we have limited space for these types of booths. You must make sure that you fit within the space provided, and still allow for proper flow of pedestrian traffic in the festival area.

- **Information Booth** (non-profit only) – 4' x 8' table only - \$50.00 for two days. This is informational only. It will not permit you to offer for sale chances, tickets, or conduct direct fund raising to the public. This does not prohibit the general solicitation of contributions in literature, but does prohibit the collection of money directly at the booth.
- **Business Booth** – for organizations & businesses selling items (not raffle tickets) – 4' x 8' table only. \$75.00 for two days. Raffle Booths or legal games of chance – 4' x 8' table only - \$125.00 for 2 days. Must fit within 10' x 10' space.
- **Major Event Fee** - for softball games, races, dinners, shows or any special event you want advertised in the Festival Brochure and also advertised as an event of the Festival – 150.00.
- All booths must comply with the fashion in which you have registered. If you are determined to have improperly selected your booth, you will be asked to remove the offending material, stop the offending activity, or leave the event. There will be no refund of application fees if this occurs.
- Booth Locations will be assigned by the Strawberry Festival Committee only. If you participated last year, we appreciate your return patronage, but that does not guarantee the same location as last year.
- Each booth is to be kept tidy and clean. Clean-up in and around the booth is your responsibility. A \$25 surcharge will be charged for anyone failing to clean-up.
- Registration is a TWO STEP PROCESS You must first submit an application together with appropriate booth fee to the Festival Committee for review. You must state exactly what you intend to do in your booth. **ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN MAY 18, 2013.** YOU WILL BE ADVISED OF YOUR ACCEPTANCE BY MAY 25, 2013. An applicant not invited to participate will be refunded their registration fee.
- Festival Rules and Regulations are enclosed. You agree to abide by these rules and regulations by virtue of submitting your application and paying your booth fee.

|   |  |                          |
|---|--|--------------------------|
| Vendor Name: _____ Phone Number: _____ Email: _____   |  |                          |
| Address: _____  |  | Sales Tax Exempt # _____ |
| Contact Person: _____   |  |                          |
| Description of Booth Activity: _____  |  |                          |
|   |  |                          |
| Registration Fee: <input type="checkbox"/> \$50.00 (Non Profit Information) <input type="checkbox"/> \$ 75.00 Business) <input type="checkbox"/> \$125.00 Raffle <input type="checkbox"/> \$150 Major Event |  |                          |
| Enclosed is a check in the amount of: \$ _____ (checks made payable to Albion Strawberry Festival)  |  |                          |

**Acknowledgement:**

I have received and agree to the Rules and Regulations regarding the assignment of locations, hour of operation, clean-up and agree to follow the guidelines during my participation in the Albion Strawberry Festival. I accept that the Strawberry Festival shall not be any responsibility for injury, mishap, financial impact or bad weather. I further understand that I am solely responsible for collection and/or payment of any tax.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## RULES AND REGULATIONS

1. Promoter (Albion Strawberry Festival Committee) reserves the right to request the removal of any items or entire displays that do not meet the standards of good taste, or are non-approved food items. Promoter's decision will be final and non-appealable. Failure to comply can result in removal from the festival. In this event, no refunds will be given.
2. A Festival Permit will be issued and must be displayed at all times.
3. All exhibitors are responsible for collection and payment of New York Sales Tax and securing proper Health Department permits, if applicable.
4. Exhibitors must confine their displays and materials to their assigned and allocated space.
5. All vendors' display/booths must fit within the established perimeters of their booth. NO FOOD PUSH CARTS OR TRAILERS are permitted.
6. Each booth should be set up between 8a.m. - 11a.m. on Friday and from 7a.m. – 9a.m. on Saturday unless otherwise specified. You cannot tie down or nail into storefronts to secure your booth.
7. Each individual or group must police their own area, keeping it clean and free from debris. Trash containers will be provided in the food court area. This should be done throughout the festival. The picnic tables are put in the food court area for your benefit, and we ask that you help police those in your booth area so that the next people will want to sit down and use them.
8. CARS MUST BE REMOVED FROM EAST BANK STREET AND THE FESTIVAL AREA BY OPENING TIME ON BOTH DAYS. THE VACANT LOT AT THE CORNER OF EAST BANK ST. AND PLATT ST. IS PRIVATE PROPERTY AND NOT FOR PARKING. PARKING IS AVAILABLE BEHIND THE FIRE HALL.
9. The Festival Committee will not be responsible for loss or damage to vendor's display or for personal injury or accident involving exhibitors and their personnel. We are also not responsible for financial impact or for bad weather.
10. All participants whether food booths, information, raffle, business or craft booths must pay the applicable fee in advance. Failure to pay will result in no issuance of a Festival Permit, and the possibility that a different vendor may be authorized to sell your item.
11. Booth location assignments will be issued on Friday and Saturday mornings only Please do not call ahead to find out booth location. If you attended last year, we appreciate your return patronage, but attendance at last year's festival is not a guarantee that you will be placed in the same booth location.
12. A \$20.00 charge will be assessed for any returned check.
13. No vendor shall, under any circumstance, put nails in any of the storefronts for their signs to secure their stands, etc.
14. ALL **FOOD VENDORS** ARE RESPONSIBLE WITH READING AND COMPLYING WITH THE RULES AND REGULATIONS APPLICABLE TO THEM. THESE ADDITIONAL REQUIREMENTS ARE ON THE APPLICATION FORM. Of particular note:
  - a. **Food vendors must have certified fireproof tents/tarps/canopies/display material. The Code Enforcement Office checks for this.**
  - b. **Food vendors must have a proper fire extinguisher.**
  - c. **Food vendors must have proper securing items to hold down their tent/booth, and propane or CO<sup>2</sup> Tanks. You cannot drive a spike into the pavement to secure your tent.**
  - d. **NO generators or 220V appliances. Electricity is limited. If you need a second outlet, you must call 585-589-5262 for permission and pay a second hook-up fee.**

PLEASE MAKE ALL CHECKS PAYABLE TO: **ALBION STRAWBERRY FESTIVAL**  
OUR NEW ADDRESS IS: **P.O. BOX 356, ALBION, NY 14411**

\* Any application that is rejected will be refunded the application fee.