

GROW
Jamestown 
GARDEN FAIR
& Home Show

AT THE NORTHWEST ARENA

(Formerly known as Jamestown Savings Bank Arena)

SATURDAY, MARCH 30, 2019

EARLY BIRD / SPECIAL PRICING APPLICATION DEADLINE: December 3, 2018

REGULAR APPLICATION DEADLINE: MARCH 1, 2019

VENDOR INFORMATION: *(please print clearly)*

Business / Organization Name: _____

Contact Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Website/Facebook: _____

Phone: _____ Email: _____

*** Include your email address to get digital event notifications in the future! ***

PRODUCT/BUSINESS DESCRIPTION: *(please print clearly)*

FEE STRUCTURE *(please check one)*

Your vendor fee depends on the type of booth you would like. Please check the type that best suits your needs:

EARLY BIRD PRICING *(submission by December 3, 2018)*

Table Vendor / Nonprofit - \$25 10'x10' Regular Retail / Food Vendor - \$75 10'x20' Retail with Build Out - \$175

REGULAR PRICING *(submission between November 4, 2017, and March 1, 2019)*

Table Vendor / Nonprofit - \$40 10'x10' Regular Retail / Food Vendor - \$100 10'x20' Retail with Build Out - \$200

LAST MINUTE SIGN UP *(submission between March 2, 2018, and March 15, 2019)*

Table Vendor / Nonprofit - \$60 10'x10' Regular Retail / Food Vendor - \$150 10'x20' Retail with Build Out - \$300

*Cheat Sheet: If you are sharing basic information or are a nonprofit, choose **Table Vendor / Nonprofit**. If you need multiple tables for retail items or food, choose **10'x10' Regular Retail / Food Vendor**. If you need extra space or would like to build a life-like landscape and product exhibit, choose **10'x20' Retail with Build Out**. Larger spaces are available by special request, please call JRC.*

SPACE & EQUIPMENT INFORMATION

Each vendor is provided one (1) 8' table and two (2) chairs per 10x10 space. Vendors are responsible for all other items needed to operate your booth. Your space at the event will be designated by the event organizers and shall not be moved without organizer's consent. Should you require special arrangements or placement, please contact the JRC in advance of the event or include a request with your application for consideration.

ELECTRIC

If you require electric power for the event, there is an additional \$10 fee per outlet. Determine how many outlets you will need to plug in and indicate below. Please bring power strips and at least a 100' outdoor cord. 220V hookups are **NOT** available. List your electrical usage here: _____

VENDOR SPACE

The event staff reserves the right to refuse any vendor whose setup exceeds the space allowed based on the approved application information and fee structure. If additional space requirements can be accommodated, the vendor agrees to pay the difference for the upgraded booth size based on the approved application unless otherwise noted.

EVENT DETAILS

1. Setup runs between 10 am and 6 pm on Friday, March 29, 2019, and between 8 am and 10 am on Saturday, March 30, 2019. If you need to make arrangements to get in sooner, please call the JRC.
2. All items must be removed from the venue by Sunday, March 31, 2019.
3. Early tear down is **NOT** permitted. Doing so may affect your application submission in the future.
4. Make any checks payable to: Jamestown Renaissance Corporation
5. Vendors will be accepted on a first come, first serve basis. JRC reserves the right to refuse any vendor.
6. Vendors serving food items are required to include copies of all necessary state and local health permits.
7. Proof of insurance **or** the signed hold harmless section below is required from every vendor.
8. JRC reserves the right to place vendors in a location that fits the needs of the event. Special requests will be considered but may not always be granted.
9. No refunds for cancellations received within 30 days prior to the event.
10. Vendors are responsible for all trash within their space. Any vendor leaving garbage or damage to the property agrees to pay all fees and will not be allowed to return to future events.

VENDOR PAYMENT:

Total for booth space: \$ _____
Total for electric needs: \$ _____
Total for event: \$ _____

A SIGNATURE ON THIS APPLICATION INDICATES THE VENDOR AND/OR THEIR REPRESENTATIVES WILL HOLD HARMLESS JRC, JAMESTOWN SAVINGS BANK ARENA, EVENT SPONSORS, VOLUNTEERS, EVENT MANAGEMENT, AND ANY OTHERS IN ANY WAY INVOLVED IN THIS EVENT. (please initial)

VENDOR SIGNATURE: _____ **DATE:** _____

Application must be accompanied with appropriate fee and proof of insurance or application will be returned.

Submit application, payment, insurance, and necessary permits to:

Jamestown Renaissance Corporation

ATTN: GROW Jamestown Garden Fair and Home Show

301 E Second St, Suite 301, Jamestown, NY 14701

Phone: (716) 489-3497 **Fax:** (716) 720-5287 **Email:** linnea@jamestownrenaissance.org