



Dear Cuisine Vendor:

For Arts Sake and The Resonance Center would like to welcome you to participate in the second annual Bagg's Square Festival of the Arts on Saturday May 31<sup>st</sup> at Bagg's Square West on the 100<sup>th</sup> Block of Genesee Street in Downtown Utica. We would like to thank the vendors from last year for making it such a successful event and look forward to seeing you again.

**The Bagg's Square Festival of the Arts** is an avant-garde, multi-media community arts festival which includes performances, fine arts, traditional & modern hand-made crafts, and interactive workshops. There is something for all ages. Children to adults and adults who are children at heart will have the chance to experience a wide range of creative activities, including:

- **Film Festival**
- **Poetry**
- **Music performances**
- **Dance performances**
- **Student Art Exhibit**
- **Photography Exhibit**
- **Instructional demonstrations**
- **Theatre performances**
- **Artists demonstrations**
- **Gallery Art**
- **Street performers**
- **Youth interactive workshops**
- **Sculpted Runners**
- **And More!**

The Bagg's Square Festival of the Arts is being created by "For Arts Sake", a collaboration of regional artists and individuals who have joined forces with Adam Spiridillozzi of the Resonance Center to produce a festival that combines the ideas and experience of our whole community.

Please join us in the creation of this extraordinary event!

To reserve cuisine vending space, please complete and return the attached reservation form with a personal check or bank check made to The Resonance Center. A confirmation letter and information sheet including directions will be sent to you upon review of your application.

We will base our selection process on the uniqueness and quality of the merchandise offered and the order in which we receive your application. While we will try to avoid duplication of craft and art media, we cannot guarantee exclusivity or booth location.

Thank you and we look forward to receiving your application.

Sincerely,

Natalie Parent

Vendor Chairperson



**When:** Saturday May 31<sup>st</sup>, 2008. The festival runs from 12 noon until 12 midnight. Setup is 8am until 11am. Setup must be completed and vendors are to be ready for business by 11:30am. Vendors are to remain open from 12 noon-8pm.

**Where:** This is an outdoor show on the 100<sup>th</sup> block of Genesee Street, Utica N.Y., 13502. The street will be closed for vendor setup. We have booths available for your use. These booths are three sided and have an awning covering entire booth area. **NO STAKES CAN BE USED.** This show takes place on city streets which can be windy at times. Sand bags may help weigh down your tent.

**Trash:** Trash in, trash out. Vendors are responsible for the removal of all their garbage. All grease, oil, food waste, etc., is the responsibility of the vendor and must be contained, i.e. not dumped, drained, or in way deposited into City trash receptacles, sewer lines or dumpsters.

**Parking:** Parking is available a short distance from booth spaces. You must notify us if you wish to bring a mobile home, truck or trailer.

**Booth fee/size:** Booth space is 10'x10' for a fee of \$110. Included with the booth fee is the rental of a booth electrical hookup. If you wish to use your own setup you are free to do so. Please indicate if you wish to rent a booth or use your own setup and if you will require electricity.

**Deadline:** May 10<sup>th</sup>, 2008. No late applications will be considered. Applications forms are available on-line at [www.resonancecenter.org](http://www.resonancecenter.org)

**Payment:** Personal checks and bank checks only. Check must accompany completed application. Make checks payable to; Resonance Center and mail to; P.O. Box 8006, Utica N.Y., 13505

**Requirements:** NYS Tax ID number and a "Mobile Permit" or one day permit from the Oneida County Environment Health Department.

**INCLUDE WITH COMPLETED APPLICATION AND CHECK: THREE PHOTOS OF YOUR WORK, ONE OF YOUR BOOTH SETUP.**

**PLEASE REVIEW THE LIST OF RULES CAREFULLY ON THE ATTACHED SHEET**

At no time is The Resonance Center, its employees or volunteers, nor the City of Utica responsible for damage or loss to your displays or merchandise.

Any questions please call Natalie Parent at 315-292-0827

**Thank You**

## **PLEASE READ THESE RULES CAREFULLY**

**-TO OBTAIN A NY STATE SALES TAX NUMBER, APPLY ONLINE AT [WWW.NYS-PERMITS.ORG](http://WWW.NYS-PERMITS.ORG) OR VISIT YOUR LOCAL NY STATE OFFICE BUILDING. ONLINE APPLICATIONS REQUIRE TWENTY DAYS PROCESSING, IF YOU APPLY IN PERSON YOU WILL RECEIVE YOUR TAX NUMBER THE SAME DAY. CALL 1-800-698-2909 FOR INFORMATION.**

**-TO OBTAIN AN ONEIDA COUNTY ENVIRONMENTAL HEALTH DEPT. PERMIT, APPLY IN PERSON AT THEIR OFFICE ON THE 9<sup>TH</sup> FLOOR OF THE ONEIDA COUNTY OFFICE BUILDING, 800 PARK AVE. UTICA, NY 13501 OOR CALL 315-798-5064.**

**-TABLES MUST BE SKIRTED (COVERED) TO THE FLOOR. ALL EXTRA STOCK MUST BE NEATLY TUCKED AWAY DURING FESTIVAL. NO PLASTIC TABLE CLOTHS. PROVIDE YOUR OWN TABLES, CHAIRS, TENT, ETC.**

**-NO SMOKING OR ALCOHOL. PLEASE BE NICE TO YOUR NEIGHBOR AND REFRAIN FROM THE USE OF ANY PROFANITY.**

**-TRASH IN, TRASH OUT. PLEASE LEAVE BOOTH SPACE IN THE CONDITION YOU FOUND IT IN.**

**-NO RAFFLES BY VENDORS**

**-ASSIGNED PARKING FOR VENDORS WILL BE AVAILABLE.**

**-IF YOU HAVE SPECIAL NEEDS, PLEASE LET US KNOW AT THE TIME OF YOUR APPLICATION.**

**-IF YOU WISH TO SET UP NEXT TO A PARTICULAR VENDOR, MAKE NOTE OF IT ON YOUR APPLICATION. REQUESTS WILL BE ACCOMODATED WHERE POSSIBLE.**

**-FOOD WASTE, GREASE AND OIL ARE THE RESPONSIBILITY OF THE VENDOR AND MUST BE DISCARDED PROPERLY. IF YOU CARRY IT IN, CARRY IT OUT.**

**PLEASE FILL OUT AND RETURN THIS PORTION WITH FULL PAYMENT AND PHOTOS.**

Electronic versions of your photos are acceptable. E-mail photos with name and address to [festival@resonancecenter.org](mailto:festival@resonancecenter.org)

**NAME** \_\_\_\_\_

**BUSINESS NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**HOME PHONE** \_\_\_\_\_ **MOBILE PHONE** \_\_\_\_\_

**BOOTH RENTAL (Circle one) Y N    ELECTRICITY REQUIRED (Circle one) Y N**

**TAX ID** \_\_\_\_\_ **VEHICLE PLATE** \_\_\_\_\_

**Oneida County Environmental Health Dept. Permit #** \_\_\_\_\_

**NUMBER OF SPACES** \_\_\_\_\_ **@ \$110.00 EACH, CHECK TOTAL \$** \_\_\_\_\_

**I agree to all of the above rules put forth for the Bagg's Square Festival of the Arts.**

**Vendor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_