



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Registration Form

Greenpoint Y Arts & Crafts Fall Harvest Fair
Greenpoint YMCA Gym
Saturday, October 5
10:00 AM – 5:00 PM

Arts & Crafts Fair Vendor Application Form

The Greenpoint YMCA is looking to host its first annual Arts & Crafts Fair. Our hope is to raise money for the Strong Kids Campaign, and give our local artists a way to showcase their arts and crafts. We are hoping with your help and the help from our community, we will be able to create a wonderful fair. Please fill out the form attached if you would like to participate at our show. Also feel free to tell any other craft creators you feel may want to participate at our show.

Company Info:

Company Name: _____

DBA: _____

Mailing Address: _____

Phone: _____ Email: _____

Fax: _____ Website: _____

Facebook: _____ Twitter: _____

Individual Contact Info:

Name: _____ Title: _____

Email: _____

Phone: _____ Fax: _____

Type of products:

- | | | | |
|-----------------------------------|-------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Fine Art | <input type="checkbox"/> Handmade | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Local Artist |
| <input type="checkbox"/> Craft | <input type="checkbox"/> Clothing | <input type="checkbox"/> Fabric Art | <input type="checkbox"/> Food |
| <input type="checkbox"/> Books | <input type="checkbox"/> Pottery | <input type="checkbox"/> Woodworking | <input type="checkbox"/> Dolls |
| <input type="checkbox"/> Cards | <input type="checkbox"/> Sculptures | <input type="checkbox"/> Canvas Art | <input type="checkbox"/> Illustrations |

Other _____

YMCA OF GREATER NEW YORK Greenpoint YMCA 99 Meserole Avenue Brooklyn, New York 11222
D 718-389-3700 F 718-349-2146 E tterzuoli@ymcanyc.org W ymcanyc.org/greenpoint

Registration Form cont'd
Greenpoint Y Arts & Crafts Fall Harvest Fair

List of items to be sold: _____

Other Information you feel we should know: _____

Special Space Needs

Exhibitor requests the following booth size and agrees to pay the following booth rental fee (check one):

- Inside (6' x 6') Space \$50.00 x _____* = _____ (*= # spaces needed)
- Outside (10'x10') Space \$75.00 x _____* = _____ (*= # spaces needed)

Table Rental: # of Tables _____ x \$15= _____

Chair Rental: # of Chairs _____ x \$5 = _____

Electricity is available on a limited, first come/first serve base. Electrical power will be provided to those tables paying the additional fee of \$10. Vendors must provide their own electrical cords and lights.

Do you require electricity? Yes No

If yes, add \$10 _____

TOTAL: (add up all above) _____

Silent Auction: As part of the fundraiser, we are asking each exhibitor to donate an item to be used in our silent auction at the fair. Funds raised from the silent auction will benefit the Greenpoint Y Strong Kids Campaign. Please provide us with a detailed description of the donation and photo/ link:

For the application to be considered, the following must be included:

- Please complete the **Vendor Application** form
- Please sign the **Terms and Conditions** document
- Please complete the **Sponsorship form** (if applicable)
- Like us on Facebook at <https://www.facebook.com/greenpointymca> to receive updates.
- Mail or email photographs, images or web link of your products.
- Payment:

Method of Payment: Check Visa MC Discover AMEX Cash

Please make **checks payable** to the GREENPOINT YMCA

Total Payment Enclosed : _____

Credit Card#: _____ Exp. Date: ____/____

Cardholder's Signature: _____

- Mail or email* all by Thursday, September 12th to:

Registration Form cont'd
Greenpoint Y Arts & Crafts Fall Harvest Fair

Ms. Tatiana Terzuoli
Greenpoint YMCA/Arts & Crafts Fair
99 Meserole Avenue
Brooklyn, NY 11222

Or email at tterzuoli@ymcanyc.org

*If paperwork is emailed, the application will not be active until the fees are received.

By completing an Arts & Crafts Fair application, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: _____ **Signature:** _____

Thank you for your interest in the First Annual Greenpoint Y Arts & Crafts Fair. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification.

For more information, please email Tatiana Terzuoli, Director of Communications and Development at tterzuoli@ymcanyc.org.

Thank you for being a part of the Greenpoint YMCA.

****Office use only below this line****

Date Registration Received: _____ **Payment Received** _____

Payment Method: _____ **Check Number:** _____

Date Confirmation Emailed: _____ **Space Assignment:** _____

Greenpoint Y Arts & Crafts Fall Harvest Fair

Terms and Conditions

1. **Setup/ Break Down:** All Exhibitors must be set up and **ready to sell by 9:45 am** the day of the Arts and Crafts Fair. Exhibitors may begin setting up at **8:30 am** the day of the Fair. Break down can start no sooner than 5:00pm on Saturday and must be completed by 5:30 PM. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. *Before leaving, be sure your area is clean and trash-free.
2. **Staffing:** Exhibitor tables/ booths must be manned at all times and intact until show closes at 5 p.m. The Greenpoint Y is not responsible for merchandise or display materials.
3. **Exhibitor Items:** Items for sale at the Exhibitor's booth must be predominantly handmade by the Exhibitor. Each Exhibitor must submit a few photographs of his or her craft(s). If participating as a crafter, Greenpoint Y reserves the right to have items removed that are considered not appropriately handmade. Items cannot be simply purchased for resale.
4. **Exhibitor Responsibility:** Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. The Greenpoint YMCA expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives and activities must not detract from the image or welfare of the fair.
5. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
6. **One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff of the Greenpoint YMCA
7. **Acceptance:** The Greenpoint YMCA reserves the right to decline any application for space if it deems such action to be in the best interest of the Arts and Crafts Fair.
8. **Payment:** The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement. This fee will be used to cover advertising and other incidental costs associated with the production of this event.
9. **Electricity:** Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Electrical service requires an additional fee.
 - a. Outlets are NOT guaranteed.
 - b. Extension cords are not included in the fee and must be provided by the Exhibitor.
10. **Music:** Music will be provided throughout the space.
11. **Tables & Chairs:** Each Exhibitor may furnish his or her own chairs, tables, stands, tent or canopy. If you wish to rent chairs and tables, please note that on application.
12. **Outdoor exhibitors:** For outside exhibitors, it is advised to bring along shims, or blocks of wood to level out the tables, since most of the street area is on flat, but un-level ground. All tents and canopies must be secured to the ground using weights/ sand bags in case of windy weather.
13. **Cancellation of space:** Application fees are not refundable. Greenpoint YMCA is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
14. **Indemnification:** Exhibitor agrees to indemnify and hold harmless the Greenpoint YMCA from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Greenpoint YMCA Arts and Crafts Fair.
15. **Applications:** Application forms also available at the Greenpoint branch or at the Greenpoint Y website at: www.ymcanyc.org/greenpoint

Name: _____ Date: _____

Sponsorship Opportunities