



***** Call for Vendors *****



Description:

The new **Downtown Schenectady Fall Spooktacular** features an awesome autumn afternoon of fall-themed fun! The area around City Hall will be filled with art, music, merchandise, food & drink vendors, activities for the whole family and much more.

When:

Saturday, October 12, 2024, 12:00 p.m. to 4:00 p.m.

Location:

Around City Hall, 105 Jay Street, Downtown Schenectady

Rain location inside Proctors Theatre

Application Deadline:

September 20, 2024

Contact:

Sarah Lokker, 518-377-9430, sarah@downtownschenectady.org



Downtown Schenectady Fall Spooktacular **Vendor Information & Terms for Application**

DOWNTOWN SCHENECTADY FALL SPOOKTACULAR OVERVIEW

Downtown Schenectady Fall Spooktacular is seeking vendors and artisans of original art/photography, quality crafts, holiday decorations & gifts, collectibles, homemade food, wine & beer, and more. Thank you for considering the Downtown Schenectady Fall Spooktacular to showcase your products or business. Apply early to ensure your space.

Deadline to apply: Friday, September 20, 2024

DATE AND SITE:

The Downtown Schenectady Fall Spooktacular is organized and governed by the Downtown Schenectady Improvement Corporation (DSIC). The event date is Saturday, October 12, from 12pm-4pm. Location is around City Hall and down Jay Street. In the event of inclement weather, rain location will be inside Proctors Theatre. Vendors will be notified once location has been confirmed morning of event.

BOOTH SPACE/FEE:

The standard table space area is approximately 10' x 10'. **Fee to participate in \$50 for a standard size space.** *(If you are a nonprofit or a business located within the DSAD, please contact for a discounted rate.)* All fees are non-refundable. VENDOR provides everything needed for the table/display space, such as tables, chairs, lights, equipment, supplies, generator and a grounded extension cord if electricity is used. ORGANIZER provides a 10' x 10' display space.

NO EXCLUSIVITY:

The DSIC will not offer exclusivity for any vendor, company or brand. This policy applies to events, programs and markets.

NO TOLERANCE:

The DSIC reserves the right to refuse or dismiss any vendor at any time for any reason, including, but not limited to, inappropriate behavior, language and/or actions deemed detrimental to the event.

ELIGIBILITY OF VENDOR:

All vendors **must apply** before selling any of their goods. Application must be complete with a description of the items to be sold, activities to engage in, and/or services to be offered. The Fall Spooktacular is open to all vendors who have a product to sell to the public including, but not limited to, quality handcrafted items, beer/wine/spirits, jewelry, gifts and home décor, holiday decorations, antiques, fine collectibles, clothing and accessories, antique or repurposed furniture, fine art and art of all mediums. Middle market sales and businesses wishing to promote their products or services are also acceptable. Handmade items must be of good quality and demonstrate artistic talent. The DSIC shall have the sole final authority to disapprove any items deemed to be in poor taste and not consistent with community standards and reserves the right to have any offensive arts or crafts removed from sale. To maintain the quality of this event, **APPLICANTS MUST SUBMIT THREE PHOTOS SHOWING PREVIOUS BOOTH DESIGNS AND/OR ITEMS THEY INTEND TO SELL AND SHARE SOCIAL MEDIA PROFILES** (If applicable).

ELIGIBILITY OF FOOD VENDORS:

Vendors preparing food and drinks on site will be classified as food vendors for this event. The Schenectady County Health Department is the ruling body on food processing and selling requirements. Any product that is edible – such as, but not limited to, baked goods, bottled sauces, and canned goods – must be prepared in accordance with NYS and Schenectady County Health Department codes and are subject to inspection on the day of the event by the County



Health Department. Food vendors must also obtain a proper Food Service Permit from the Schenectady County Health Department for the sale of food items. If you have any questions about food service permits, licensed facilities or other requirements, please contact the Schenectady County Health Department at (518) 386-2818.

DSIC RESPONSIBILITY:

Vendor space will be assigned by the DSIC and will be made available to participating vendors on the day of the event. The DSIC will provide an on-site coordinator to oversee the event and to answer questions. If you have questions, contact the DSIC at 518-377-9430, office hours are 9:00 a.m. - 5:00 p.m. Monday-Friday. The DSIC will advertise this event using varied forms of both print and digital media.

VENDOR RESPONSIBILITY:

Set up time on Saturday, October 12 will be 10:30 a.m. - 11:45 a.m. **Vendors MUST be ready for customers by 12:00 p.m. on Saturday.** Once loaded/unloaded, vendors will need to move all vehicles away from the event area as quickly as possible. Vendors are responsible for setting up their own displays, booth signage, booth decorations, table and chairs. Vendors are expected to remain open for business until closing time. Early teardowns and departures are not allowed, unless approved by the Event Coordinator. Vendors are required to clean up their assigned booth areas at the conclusion of the event. All trash must be disposed of properly.

INDEMNIFICATION:

Vendors are recommended to have their own general liability insurance. The producer or vendor is solely responsible for damages resulting from the sale of unsafe or unsound goods, in addition to any accidents that occurred while at the Fall Spooktacular. He/she agrees to indemnify and hold harmless The Downtown Schenectady Improvement Corporation, City of Schenectady, Schenectady County, their employees, agents, Board of Directors and membership from all liability, loss or damages which may be incurred as a result of all claims, demands, costs, judgments or expenses, including attorney's fees, arising from the producer's participation in the Fall Spooktacular.

FAIR AND HONORABLE MARKETING PRACTICES:

Vendors are not permitted to use the following techniques while at this event: hawking, calling attention to products in a loud, repetitive public manner, and selling products in an aggressive way. Vendors are discouraged from giving items away for free or at below-cost pricing, thus undercutting potential sales of other vendors. Vendors will NOT be permitted to go outside of their booth space to solicit customers.

RELEASE:

I understand the terms and conditions of the Fall Spooktacular and agree to be bound by the same. I also understand that any fees paid for my participation in this event are non-refundable. By signing this application, I agree that the Downtown Schenectady Improvement Corporation, the City of Schenectady, Schenectady County and any of their employees, representatives and volunteers shall not be responsible for any damage or theft which may occur to any of my personal property, my booth and/or sales items during my participation in this Fall Spooktacular. I accept responsibility for all individuals working in my booth space. I waive and release all rights and claims for losses and damages against Downtown Schenectady Improvement Corporation, the City of Schenectady, Schenectady County and any of their employees, representatives and volunteers for any and all injuries and all claims of damages which may arise as a result of my participation in this Fall Spooktacular. I agree to take full responsibility in the event my product may cause harm or injury and agree to hold harmless Downtown Schenectady Improvement Corporation, the City of Schenectady, Schenectady County and all other related parties and their representatives, sponsors, successors and assignees.

This agreement is effective upon signature of the vendor. The Downtown Schenectady Improvement Corporation reserves the right to refuse or dismiss any vendor at any time for any reason.



Downtown Schenectady Fall Spooktacular

Saturday, October 12, 2024

Vendor Application

Please Check Vendor Type: Merchandise Food (DOH Permit required)

Organization/Business Name: _____

Contact Name: _____

Mailing Address: _____

City/State/ZIP: _____

Home Phone: _____ Work Phone: _____

Cell/Other Phone: _____ Fax Number: _____

E-Mail Address: _____

NYS Sales Tax ID # (Required for Food & Craft Vendors selling any product): _____

Agreement and Signature:

By submitting this application, I accept all terms set forth in the enclosed Terms for Application.

Signature

Printed Name

Date

INDICATE EXHIBITOR SPACE SIZE

_____ Standard 10' x 10'-\$50.00

_____ Double 10' x 20'- \$100.00

Send to: DSIC, 143 State St., Schenectady, NY 12305 or email to sarah@downtownschenectady.org

Deadline: Friday, September 20, 2024

Please list the types of items that you will be selling, as well as a price range. You may attach a list. Subject to approval of the planning committee.

Social Media Accounts to use for promotion: _____

- 1.
- 2.
- 3.

- ❖ Vendor applications are subject to approval of the DSIC
- ❖ Applications will be reviewed only when payment is received
- ❖ NO WANDERING SALES!

*****OFFICE USE ONLY*****

Date Appl. Received: _____ / _____ Insurance Form Encl _____ Authorized Initials _____