

WSCF BOOTH APPLICATION

Sunday September 17, 2017 (rain or shine); 12:00 noon – 6:30 p.m. (streets re-open to public at 7:30 pm)

The Westcott Street Cultural Fair welcomes artists, crafters, non-profit community organizations and communities of faith to participate. Please complete and submit the following application with the required documentation and fee. **The application is not complete without booth fee payment of \$50.** On the rare occasion you are not accepted, you will receive a full refund.

BOOTH INFORMATION AND FAQ – Please read before filling out application.

About the Fair

What are the fair boundaries?

The fair is located on Westcott St. between Dell St. and Concord Place; on Victoria Place to Petit Library; on Harvard Place to Cambridge St.; and on Dell St. to Columbus Ave.

Applications

How will I know if my application is accepted?

We'll email you within two weeks of receiving your application. The application fee will be returned if your application is not accepted.

Will the application fee be refunded if I'm not able to attend the fair?

No. The fee is only returned when the application is not accepted.

Booths

What can I sell?

Only handmade/handcrafted items may be sold at the fair. A photograph or sample of your work must be submitted with your application.

Can community organizations sell items including food at their booth?

Organizations may conduct raffles and sell non-handmade items including food. However, they may NOT sell anything available from Westcott Street merchants. If you are selling food, you must obtain permits from the Onondaga County Health Department.

Can I apply for more than one booth?

No.

Can I share a booth with another organization or artist?

Yes. Please include the names of both organizations and artists on your application.

Where will my booth be located?

A map showing your booth location will be sent with your assignment about two weeks prior to the fair. Chalk markings and numbers are written on the curb the day of the fair. Please set up on the sidewalk wherever possible so streets stay clear for emergency vehicles.

When will I get my booth assignment?

Assignments are emailed about two weeks prior to the fair.

How big is my space?

Each space is 10' long. Please be sure your tent and table don't exceed this length.

Do you provide tables, chairs, tents, etc.?

No, you must provide your own gear. Remember to come prepared for rain because it's a rain or shine event.

Will I have access to electricity?

No.

Fair Hours*When does the fair begin and end?*

The fair begins at noon and ends at 6:30 p.m. You will not be able to drive inside the fair until it is over and the streets are safe for passage. Sometime after the fair ends at 6:30 pm, the police will declare streets safe for passage and vendors only will be allowed with their parking pass will be allow in to pick up their gear. We hope that this is by 6:45 pm. but it could be later. Streets re-open to the public at 7:30 p.m.

When must I set up my booth?

Between 8:00 a.m. and 10:30 a.m. Cars need to be moved out of the fair area by 11:00 a.m.

What if I need to leave the fair early?

We expect all vendors to stay until the fair is over at 6:30 p.m., but you can leave early if necessary. Under police order, you may not drive within fair boundaries before 6:30 p.m. If you decide to leave early, you will have to carry your equipment and wares beyond the fair boundaries.

Rain Dates*Is there a rain date for the fair?*

No.

Is the fair ever cancelled?

The fair will only be cancelled when a state of emergency is declared; if that happens, we will try to hold the fair the following Sunday

If the fair is cancelled, will I receive a refund?

No.

Parking

Where can I park?

Street parking is available outside the fair area; pay attention to odd/even parking rules. Cars left inside the fair will be towed.

Why do I need a parking pass?

A parking pass gets you into the fair at its close so you can load your gear. It does not allow vehicle access between 11:00 a.m. and 6:30 p.m. Only emergency vehicles are permitted past the fair barriers during the fair. Streets re-open to the public at 7:30 p.m.

How do I get my parking pass?

A parking pass will be e-mailed for you to print and bring to the fair.

Questions on Fair Day

What if I have questions the day of the fair?

Please go to the InfoNation booth located in Dorian's parking lot at 534 Westcott St.

How to Apply

To apply by mail, please print the next three pages and submit them to the address on p. 6.

To apply online, go to <http://www.westcottstreetfair.org/applications.html>

APPLICATION

Applications will be accepted until the booths are filled. We will close applications on August 15, 2017, or earlier if the booths are full. We STRONGLY RECOMMEND that you apply sooner rather than later. Booths are allocated on a first-come, first-served basis.

*****Application is not complete until payment is received.**

1. Artist/Business/Organization Name (required)

2. Contact Person (if different than above)

3. Mailing Address (required)

4. Telephone # (required)

5. Email (required for confirmation)

6. Website Address (if applicable)

7. Disabled? Special accommodations required? Please specify.

8. Do you have a specific location preference? (not guaranteed)

9. Will you bring a tent or canopy? (required)

Yes

No

10. Are you:

An artist or crafter? Continue to next section.

A community organization? Skip to Section B.

A. ARTISTS and CRAFTERS

Only handmade/handcrafted items will be accepted. NO FOOD.

11. Indicate the art/craft medium you wish to present (please check as many as apply)

- | | | | |
|-----------------------------------|--------------------------------|--|-------------------------------|
| <input type="radio"/> Photography | <input type="radio"/> Jewelry | <input type="radio"/> Painting | <input type="radio"/> Weaving |
| <input type="radio"/> Sculpture | <input type="radio"/> Clothing | <input type="radio"/> Cultural objects | |
| <input type="radio"/> Quilting | <input type="radio"/> Ceramics | <input type="radio"/> Other _____ | |

12. Have you had a booth before at the Westcott Fair?

- | | |
|---------------------------|----------------------------|
| <input type="radio"/> Yes | Skip to Section C: Payment |
| <input type="radio"/> No | Continue to Question 13 |

13. FIRST-TIME ARTIST OR CRAFTER

As a new participant in the fair, I understand that I must submit pictures of sample items I wish to sell. These can be mailed with the application or emailed to wscfbooths2017@gmail.com

- | | |
|---------------------------|----------------------------|
| <input type="radio"/> Yes | Skip to Section C: Payment |
|---------------------------|----------------------------|

B. COMMUNITY ORGANIZATIONS

All non-profits are welcome. Communities of faith are welcome but may not use the fair to recruit members or proselytize. Organizations may conduct raffles or sell items NOT available from Westcott merchants to benefit their organization. If selling food: you are responsible for obtaining permits from the Onondaga County Health Department.

14. What programs/activities will you be promoting?

15. What age group are you targeting?

- | | |
|--------------------------------|--|
| <input type="radio"/> Children | <input type="radio"/> Teens |
| <input type="radio"/> Adults | <input type="radio"/> Cross-generational |

16. What items do you plan to sell?

17. What activities do you plan to conduct?

C. PAYMENT

Application and fee must be received by August 15, 2017. You will receive a full refund if your application is not accepted.

TO PAY WITH CREDIT CARD OR PAYPAL:

Go to this link to pay: <https://goo.gl/yrjaKB>

Tell us the name that appears on your PayPal or Credit Card account so we can match it with your booth application:

TO PAY BY CHECK OR MONEY ORDER:

Make check or money order payable to WACC.

TO SUBMIT APPLICATION BY MAIL:

Please certify:

I have read the FAQ on pages 1-3 of this document.

Please include:

Pages 4, 5, and 6 of the application

A check for \$50 made out to WACC

Pictures of the items you wish to sell (for first-time artists or crafters only)

Mail to: **WACC, 826 Euclid Ave., Syracuse, NY 13210**

Thank you!

If you have difficulty with this form, you can contact Rachel (315-403-5351) or email wscfbooths2017@gmail.com