

## WSCF BOOTH Mail-in Application

### How to Apply:

Go to <http://www.westcottstreetfair.org/applications.html> to apply online. If you are unable to apply online, please download, complete and mail this paper application along with your check or money order for \$60.

### TO PAY BY CHECK OR MONEY ORDER:

Make check or money order payable to WACC.

### TO SUBMIT APPLICATION BY MAIL:

Please include:

Pages 4, 5, and 6 of this application

A check for \$60 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**

## APPLICATION INSTRUCTIONS

**Date/Time:** Sunday September 25, 2022 (rain or shine); 12:00 noon – 6:30 p.m. (streets reopen to public at 7:30 pm)

The Westcott Street Cultural Fair welcomes local artists, crafters, non-profit community organizations and communities of faith to participate. Applicants must submit the online application, required documentation and fee. **Read the BOOTH INFORMATION AND FAQs before applying.**

Go to <http://www.westcottstreetfair.org/applications.html> to apply online.

The application is not complete without booth fee payment of \$60. On the rare occasion your application is not accepted, you will receive a full refund.

### **BOOTH INFORMATION AND FAQ – Please read before applying for a booth.**

#### **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 five business days 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 accepted but then not able to attend the fair?*  
No.

**Booth Logistics:**

*What can Vendors sell?*

Vendors may only sell handmade/handcrafted items. A photograph or sample of your work must be submitted with your application.

*Can community organizations sell items including food at their booth?*

Community 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. If you are interested in sharing a booth but don't have a partner, let us know and we will refer others who wish to share with you if available.

*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.

*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, you may be asked to remove your tent if it is larger than 10' x 10'.

*Do you provide tables, chairs, or tents?*

No, you must provide your own gear. Remember this is a rain or shine event, so come prepared!

*Will I have access to electricity?*

No.

**Fair Hours and Time Table:**

*When is booth setup?*

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

*When does the fair begin and end?*

The fair begins at noon and ends at 6:30 p.m. You may not drive inside the fair until it is over and the streets are safe for passage. The fair ends at 6:30, and when police declare streets safe for passage, vendors with access passes will be allowed in to pick up their gear. We hope that this is by 6:45 pm. but it could be later. Streets reopen to the public at 7:30 p.m.

*What if I need to leave the fair early?*

We expect all vendors to stay until 6:30 p.m. If you leave early, you must remove your equipment and wares beyond the fair boundaries and, per police order, note that you may not drive into fair boundaries before 6:30 p.m.

**Rain Dates:**

*Is there a rain date for the fair?*

No.

*Is the fair ever canceled?*

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

*If the fair is canceled, 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 an access pass?*

An access 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 reopen to the public at around 7:30 p.m.

*How do I get my access pass?*

An access pass will be e-mailed for you to print and bring to the fair.

**Questions on Fair Day:**

*What if I have questions on the day of the fair?*

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

**2022 WSCF BOOTH APPLICATION**

Applications will be accepted until the booths are filled. We will close applications on July 15, 2022, 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)

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2. Contact Person (if different than above)

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3. Mailing Address (required)

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4. Telephone # (required)

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5. Email (required for confirmation)

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6. Website Address (if applicable)

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7. Disabled? Special accommodations required? Please specify.

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8. If you had a booth last year, do you want your same location?

Yes    See question 9

No    Continue to question 10

9. If YES, what was the street and #? (Example: V-23 or Victoria 23)

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10. If NO or NEW, do you have a specific location preference? (not guaranteed)

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11. 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)

- Ceramics
- Clothing
- Jewelry
- Painting
- Photography
- Quilting
- Sculpture
- Weaving
- Other \_\_\_\_\_

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

- Yes                                      Skip to Section C: Payment
- 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 [wscfbooths@gmail.com](mailto:wscfbooths@gmail.com)

- 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?

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15. What age group are you targeting?

- Children
- Teens
- Adults
- Cross-generational

16. What items do you plan to sell?

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17. What activities do you plan to conduct?

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### **C. PAYMENT**

Application and fee must be received by July 15, 2022. 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:

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Please certify:

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