



## The 12<sup>th</sup> Annual Little York Fall Fiber Arts Festival

*to benefit Cortland Repertory Theatre*

*Saturday, October 12, 9:00 – 5:00 - Sunday, October 13, 10:00 – 3:00*

### **2024 Vendor Application**

Cortland Repertory Theatre is a not-for-profit summer theatre established in 1972, which presents high-quality, professional live theatrical productions each summer, from June – September. Thanks to the support of an all-volunteer Board of Directors and Theatre Guild, we have enjoyed continued successful summer seasons, and hold fund raisers year-round, including

craft fairs, murder mystery dinners and holiday events. We are also supported by corporate sponsors, grants and individual donations.

We make our summer home in the national historic Little York Pavilion in Preble, New York on the shores of Little York Lake. The Pavilion was built in 1906 by the Traction Trolley Company and is now owned by Cortland County. It is a unique, two-story, post and beam structure with the theatre on the second floor and a meeting/reception hall on the first.

**We would like to invite you to participate as a vendor in our 12th annual Little York Fall Fiber Festival!** As you may know, there are a tremendous number of knitters, spinners, weavers and crafters in New York, especially in the area close to Ithaca, Syracuse, Binghamton and Rochester. We ask that you complete the following application and agreement. Please join us and add to the quality of the fair by sharing your wares!

#### **Your information:**

Farm or Business Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Other: \_\_\_\_\_

☐ Check here if you are a returning **2023** vendor and would like to keep the same booth location as last year.

Product description - Please included at least 3 non-returnable photos, brochures, etc. If you are a returning vendor, you may skip this step.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **I have enclosed a copy of my NYS Sales Tax Certificate of Authority**

\_\_\_\_\_ I have enclosed payment for \_\_\_\_\_ (#of spaces) of INDOOR booth space @ \$60/space \$ \_\_\_\_\_

\_\_\_\_\_ I have enclosed payment for \_\_\_\_\_ (#of spaces) of OUTDOOR booth space @ \$50/space \$ \_\_\_\_\_

Partial Payments are not accepted Total \$ \_\_\_\_\_

We reserved the right to apply a \$25 fee to returned checks.

I have read and agree to the information provided in this Vendor Application and Agreement. I understand that no other verbal representation by either party is part of this agreement. The information I have provided and contained herein is accurate to the best of my knowledge and belief.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Printed Name

**APPLICATIONS MUST BE POSTMARKED BY May 1, 2024.** Vendors will be contacted prior to July 14, 2024

Please send check or money order made payable to Cortland Repertory Theatre, The Little York Fall Fiber Arts Festival, PO Box 783, Cortland, New York 13045. Attention: Michele Ball. Questions may be directed to our email address at LittleYorkFiberFestival@hotmail.com, or by calling our office at 607-753-6161.



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## 2024 Vendor Agreement

1. Vendors are contracted to sell only the items listed in the contract agreement, preferably quality natural fiber and fiber related items, hand-crafted products, tools and equipment related to natural fiber crafts or animals. Other art items that may be allowed are pottery, quilts, soaps, drawing and artwork and the like, related to the theme of the festival. The Festival Committee reserves the right to remove products from your area that do not meet the above criteria or are deemed inappropriate for this event. There are no “exclusive” sale opportunities on any products at this event.
2. In an attempt to provide a high-quality festival for the public, this will be a juried show. We ask that you include with your application at least 3 photos of your booth display as well as the various items for sale along with other brochures, flyers, etc. Photos are non-returnable and become possession of the Festival Committee. It is agreed that photos may be used for promotion of the Festival in print or online forms.
3. **Applications must be postmarked by May 1, 2024.** The committee will review all applications as they are received for originality of items. Preference will be given to items originating or made in the USA. Acceptances will be sent as applications are received. If all spaces have been filled prior to August 1, applicants will be placed on a “waiting list” and notified. All applicants will be notified prior to July 15, 2024. Fees will be returned to those applicants not approved.
4. **All approved vendors must have a New York State Sales Tax Certificate of Authority and must mail or fax (607-753-0047) a copy of the certificate to the Festival Committee before your acceptance will be confirmed by the Committee. The certificate must also be on display in your booth during the Festival.**
5. Insurance: As a vendor, you must provide a copy of your Certificate of Liability Insurance, listing Cortland County and Cortland Repertory Theatre as Additional Insured, OR be willing to sign the attached Waiver of Liability. Proof of insurance may be mailed beforehand or be presented upon arrival. Vendors will NOT be allowed to unload until certificate has been produced or waiver has been signed.
6. Both indoor and outdoor spaces are available. All booth spaces are approximately 10’ by 10’ and will be assigned and marked. Vendors are responsible for supplying tables and displays – chairs will be provided. Vendors assigned outdoor spaces must provide tents which fit within designated space. All vendor items and displays must stay within designated booth space. Vendors will be responsible for keeping their display areas clean and must clean their area before leaving on Sunday.
7. Outdoor tents will not have access to electricity. Indoor outlets are limited and thus cannot be guaranteed.
8. Please note that this is a “Rain or Shine” event.
9. Vendors are responsible for transportation, arrangement and sale of their own work. Volunteers will be available to watch your booth for breaks, though volunteers should not be considered responsible for selling your items. Runners will also be available to get refreshments, water, etc., for vendors. The building will be locked at night. The Cortland County Sheriff’s Department is aware that we will be there and will be making regular patrols during the overnight hours. However, Cortland Repertory Theatre and Cortland County assume no responsibility for loss or damage/injury to any work, display or person.
10. Vendors will be allowed to set-up on Saturday, October 12 from 6:30 am to 8:45am. Upon arrival, vendors should first check-in and receive assigned booth space location. Volunteers will be available to help you unload. Vendors may also set up Friday afternoon, October 11, between 5:00 – 7:00 PM. As stated above, the Sheriff’s Department will be making regular patrols during the night. You MUST contact us if you plan to set up on Friday; otherwise, we will expect you Saturday morning. By 8:30 am Saturday, all cars and trucks must be moved to the vendor parking area. Vendors are not allowed to take down displays before 3:00 pm on Sunday. It is not the Festival policy for vendors to begin taking down their displays before this time. Vendors who do so will not be permitted to participate in future events.
11. In the event that a vendor cancels or is otherwise unable to attend the festival, it will be the vendor's responsibility to notify the Fiber Festival in writing. Cancellation 30 days or closer to festival date will result in forfeiture of all fees.

12. The festival will keep a wait list of vendors and will contact potential vendors as space becomes available.
13. The Festival Committee reserves the right to reject any vendor who does not treat other vendors, volunteers, customers and guests with courtesy, or who carries/sells items from their booth not listed on their application. The Festival Committee shall decide disputes arising from any cause and their decision will be final.
14. Fiber Animals/Livestock: fiber animals are always enjoyed by the public. If you are able to bring fiber animals for display and educational purposes, please contact our Committee. For animal exhibitors: Please insure the safety of your animals as well as our guests by noting the following:
  - (a) All animals must have proof of appropriate immunizations and must be accompanied with appropriate health certificates as required by New York State, which must be available when requested throughout the weekend;
  - (b) All animals must be monitored at all times by their owners;
  - (c) Transportation, penning/fencing, bedding, feed and other supplies for animals must be provided by owner;
  - (d) Owners are asked to clean up after their animals;
  - (e) Animals and documentation will be inspected upon arrival;
  - (f) Owners are encouraged to provide anti-bacterial hand gel for the public.
15. Please note that overnight camping is not allowed in Dwyer Memorial Park. A list of local hotels and camp sites are available at **[www.experiencecortland.com](http://www.experiencecortland.com)**. Animals and livestock must also be removed; the Festival Committee will work with livestock exhibitors as to where they may stay overnight.
16. Please address questions or concerns to:

The Little York Fall Fiber Arts Festival Committee  
Michele Ball, Chairperson  
c/o Cortland Repertory Theatre  
PO Box 783  
Cortland, N.Y. 13045  
Email: [LittleYorkFiberFestival@hotmail.com](mailto:LittleYorkFiberFestival@hotmail.com)



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### **Waiver of Liability**

I, the undersigned vendor expressly release The Little York Fall Fiber Arts Festival Committee, *Cortland Repertory Theatre*, and all its members, agents, or assigns from any liability for damage, injury, or loss to person or property while on the site grounds of The Little York Fall Fiber Arts Festival. I acknowledge that the *Little York Fall Fiber Arts Festival committee/Cortland Repertory Theatre* provides no insurance and accepts no responsibility for any such loss whether the said loss is by accident, act of God, or intentional act of destruction.

You may wish to contact your business or homeowners' insurance agent to secure liability insurance.

I, the undersigned, agree to the above stated.

Vendor Name

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Signature\_\_\_\_\_Date\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address\_\_\_\_\_

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Phone (\_\_\_\_\_)\_\_\_\_\_