



**PORT WASHINGTON CHAMBER OF COMMERCE**  
P.O. Box 764, Port Washington, NY 11050  
Phone: (646) 580-5341  
E-Mail: [craftfair@pwcoc.org](mailto:craftfair@pwcoc.org)

**HARBORFEST CRAFT FAIR – SUNDAY, JUNE 5, 2016      10AM – 5PM**

The Port Washington Chamber of Commerce will be holding the 26<sup>th</sup> annual HarborFest on Sunday, June 5, 2016. The event is held on the Port Washington Town Dock, lower Main Street and Sunset Park. Many community organizations participate, creating an exciting atmosphere and activities for everyone. In addition to our popular Craft Fair, some other activities include all day entertainment, Tall Ship cruises, a Children’s Fun Park, a Fabulous Food Court, an Enviro-Expo and much more. In past years, HarborFest has attracted over 12,000 people.

**PROMOTION:** Extensive advertising and promotion are done including Anton Community Newspapers, Newsday, and press releases to Long Island and metropolitan area newspapers, TV and radio stations and magazines. Posters and banners and flyers with HarborFest information are displayed throughout the area and by Port Washington merchants in the weeks before the event.

<b>SPACE &amp; FEES:</b>	<b>APPLICATION POSTMARKED</b>	<b>SPACE FEE*</b>
	Prior to March 31, 2016	\$100.00
	April 1 – May 7, 2016	\$125.00
	May 8 – May 31, 2016	\$150.00
	June 1 – June 4, 2016	\$175.00

\*Available spaces will be given out on a first come, first served basis. No new vendors will be accepted on the day of the show. Jewelry vendors will be limited to the first 35 who apply.

THESE FEES WILL BE ADHERED TO WITH NO EXCEPTIONS. GET YOUR APPLICATION IN EARLY!!! ALL PAYMENTS MUST BE MADE IN THE FORM OF A MONEY ORDER, BANK CHECK OR PAYPAL. PAYPAL IS A SECURE ON-LINE CREDIT CARD SERVICE. GO TO [WWW.PAYPAL.COM](http://WWW.PAYPAL.COM) AND USE [CRAFTFAIR@PWCOC.ORG](mailto:CRAFTFAIR@PWCOC.ORG) FOR RECIPIENTS E-MAIL ADDRESS FOR PAYMENT. NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED.

All spaces measure 10’ X 10’ and no larger. If you need additional space you must purchase two spaces. You may not extend farther than your allotted 10’ into the street – on the ground or in the air. This includes canopy overhangs, merchandise, chairs, etc. This is mandatory and if you do not comply, you will be asked to leave, forfeiting your space and registration fee!

**SPACE ASSIGNMENT:** Spaces will be awarded on a first come, first served basis. Space assignments will be final as awarded. Please do not ask for your space to be changed. Special requests will most likely not be possible. If you wish to be positioned next to another vendor, send your applications in together (same envelope) so that they are received at the same time.

**APPLICATION DEADLINE:** NOTE: DEADLINES FOR CONTRACT APPLICATIONS WILL BE DETERMINED BY POSTMARK DATE. ALL FEES WILL BE DETERMINED ACCORDING TO THE POSTMARKED DATE...NO EXCEPTIONS. Applicants will be considered on a first come, first served basis. After all spaces have been filled, a waiting list will be created and such applicants will be awarded spaces if they become available.

**SET UP TIME:** Set up time is 7:00am and break down time is 5:00 pm. Any vendor who does not arrive by 8:30 am will forfeit their space to waiting list vendors. BE ON TIME!! There is no rain date. If the weather is inclement but not unsafe the show will be held and it will be your decision to participate or not. The HarborFest Committee cannot be held responsible for weather conditions and no refunds will be given. Please be prepared.

**CANCELLATION:** NO REFUNDS WILL BE MADE. NO EXCEPTIONS. If the show has to be cancelled due to unsafe weather conditions or other conditions beyond our control, no refunds will be made. Cancellation of the show is at the sole discretion of the HarborFest Committee and such decision will be final. Fees will not be applied to subsequent shows.

**TAX IDENTIFICATION NUMBER:** Tax identification number or social security number must be listed on application and on certificate displayed the day of show. Please note that it is a law that all businesses collect sales tax.

**REVIEW PROCESS:** This is a juried show. Items for sale are to be handmade. No manufactured items! Photographs of the crafts to be sold and the booth set up are required from all vendors. The HarborFest Craft Show Committee reserves the right to ask any vendor who has misrepresented items for sale to leave and forfeit the registration fee.

**NOTIFICATION:** You will receive a letter, post card or e-mail to acknowledge your acceptance or the return of your payment as non-acceptance. Additional information, including directions, map, vehicle permits, etc. will be sent approximately two weeks before HarborFest.

**VEHICLE PERMITS:** Every vehicle entering the HarborFest show area is required to have a vehicle permit in its windshield. Please complete the information requested in the contract application for this purpose. Please note that this information may be updated if necessary closer to the show date by sending revised information to the address listed on the contract. Please make sure that we have accurate information for your vehicle permits or your vehicle will not be admitted to the show area.

**PARKING:** Unloading and moving your car off Main Street to a parking lot or side road will be required. We know this may be inconvenient, but a large turnout is expected. A limited number of spaces are available for parking near the craft fair area. So check in early. Parking is on a first come – first served basis.

**QUESTIONS/COMMENTS:** We request that any questions or comments be sent in writing to the Post Office Box or e-mail address listed on the contract. The phone number listed is only to be used in the event of an emergency. HarborFest is completely run by volunteers and there is no one to answer phone calls, so please note that if you call, you will be leaving a message and responses will likely be in writing or by email. You will not likely receive a return phone call.

Please complete the contract application, sign the waiver and mail with registration fee in the form of a money order, certified bank check or PayPal to the address listed on the contract. You can also view our information through [www.eventlister.com](http://www.eventlister.com) or [www.pwcrafftair.com](http://www.pwcrafftair.com).



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**HARBORFEST CRAFT SHOW CONTRACT APPLICATION  
AND JURY CERTIFICATION**

ALL PAYMENTS MUST BE IN THE FORM OF A MONEY ORDER, CERTIFIED BANK CHECK OR PAYPAL. MONEY ORDERS AND BANK CHECKS SHOULD BE PAYABLE TO: **PORT WASHINGTON CHAMBER OF COMMERCE**. NO PERSONAL OR BUSINESS CHECKS WILL BE ACCEPTED!

Name: \_\_\_\_\_

Business name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail address: \_\_\_\_\_

Merchandise description: \_\_\_\_\_

Tax resale or Social Security Number (Mandatory): \_\_\_\_\_

How did you find out about HarborFest? \_\_\_\_\_

I am paying by:

\_\_\_\_\_ Money Order          \_\_\_\_\_ Certified Bank Check          \_\_\_\_\_ PayPal

(For PayPal use E-Mail address for payment: [craftfair@pwcoc.org](mailto:craftfair@pwcoc.org))

**VEHICLE PERMIT INFORMATION:**

Vehicle Permit #1

License Plate Number and State: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_

Vehicle Permit #2

License Plate Number and State: \_\_\_\_\_

Vehicle Make/Model: \_\_\_\_\_

**JURY CERTIFICATION:** By signing this application, I hereby certify that at least 80% of any products that I offer for sale are either handmade by myself or by my family. Note that handmade items include purchased items that are embellished **by the vendor** as part of a vendor's stated craft. **The Craft Fair jury works hard to maintain the integrity of the offerings at the craft fair. Any vendor, either new or previously with us, should not apply if they do not meet this criteria. Any vendors violating this policy on the day of the event may be asked to leave and will not be allowed to return in any subsequent year.** However, if there are extenuating circumstances that you would like the jury to take into consideration, please describe below:

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**Please do not apply if you have manufactured merchandise. ALL NEW VENDORS & ANY VENDOR ASKING FOR CONSIDERATION OF THE 80% RULE MUST SEND PHOTOS.**

**WAIVER:** I agree to hold the Port Washington Chamber of Commerce and the Town of North Hempstead harmless for any loss or damage of personal property due to fire, accident or any other cause. The Port Washington Chamber of Commerce and the Town of North Hempstead shall not be liable to Vendor, Vendor's employees, agents, guests or others for personal injury resulting in any way from the HarborFest Craft Show. Vendor expressly agrees to save, indemnify and hold harmless the Town of North Hempstead, the Port Washington Chamber of Commerce, its members, officers, directors, agents and employees from any damages, charges, liabilities, claims and causes of action whatsoever which result from any act or failure to act. The Port Washington Chamber of Commerce and the Town of North Hempstead make no representations, warranties or guarantees of any kind with respect to results obtained by Vendors as a consequence of participation in the Craft Show. Fees are not refundable for any reason, including cancellation of the event due to weather conditions or other circumstances beyond our control.

Entry into the HarborFest Craft Fair signifies acceptance of and adherence to all guidelines set forth in this contract application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT MUST ACCOMPANY APPLICATION! NO PERSONAL OR BUSINESS CHECKS PLEASE!!!!**

THE PORT WASHINGTON CHAMBER OF COMMERCE  
P.O. BOX 764  
PORT WASHINGTON, NY 11050

**OFFICE USE ONLY:**

Date postmarked: \_\_\_\_\_

Date received: \_\_\_\_\_

Payment amount: \_\_\_\_\_

Contract complete: \_\_\_\_\_