

RESERVATION FOR VENDOR SPACE
45th Carrot Festival • Sunday September 10, 2023
10:00 AM to 5:00 PM RAIN OR SHINE

***Please submit:**

- 1. This form**
- 2. Vendor's Agreement Form**
- 3. A copy of your tax certification**
- 4. Your check, made out to Congregation Agudat Achim**

Mail to:

Congregation Agudat Achim, attn: Carrot Festival, 2117 Union Street, Niskayuna, NY 12309

Your Name:

Name of Business :

Address:

Phone No.:

EMAIL:

WEBSITE/SOCIAL MEDIA:

Description of items for sale:

I would like ____ space(s); () inside \$75 each, () outside \$70 each **rain or shine** – tent is optional
Electricity () additional \$5 (indoors only)
End Space () additional \$5
After 8/14 () additional \$15

There are no tables available for rent. Please bring your own tables, no longer than 8 feet long.

- The first 15 jewelry vendors will be accepted. Vendors selling items other than jewelry are especially encouraged. **NO USED, RESALE OR CONSIGNMENT ITEMS.**
- Spaces are assigned on the basis of order of reservations received.
- Please make checks payable to CONGREGATION AGUDAT ACHIM.
- No Christmas/Easter/Halloween-specific items please.
- No food sampling or sale of food.
- If you have any questions, please send an email to Matt and Diane Frank at carrotfestcrafters@gmail.com or call 518-393-9211
- Please indicate any special requests.
- Please arrive **NO** earlier than 8:00 AM for set-up.

Vendor's Signature / Date

VENDOR'S AGREEMENT

**Carrot Festival • Sunday September 10, 2023
10:00 AM to 5:00 PM RAIN OR SHINE**

I, _____
(Print Name)

assume all risks and responsibility for my personal safety and that of anyone helping me, while renting space to sell my wares at the Carrot Festival at Congregation Agudat Achim, 2117 Union Street, Niskayuna, NY, on Sunday, September 10, 2023.

I agree to stay within my assigned space. If I use additional space, I will pay for the extra space.

I understand I will not be able to set up until 8AM Sunday morning.

I understand I am responsible for setting up my own table.

I understand NO USED, RESALE, FLEA MARKET OR CONSIGNMENT ITEMS MAY BE SOLD ON PREMISES. I also understand money will not be refunded if my description is not accurate and violates the rules of the Festival.

I understand there are no refunds unless my space is filled and there will be no refunds after September 1, 2023.

Date

Vendor's Signature

This form *must* be returned with your reservation form and check in order to have a space at the Carrot Festival. No forms will be accepted without payment.

THANK YOU!



August 2023

Dear Vendor,

Congregation Agudat Achim presents the 45th Annual Carrot Festival scheduled for Sunday, September 10, 2023 from 10:00 a.m. until 5:00 p.m. We are excited to bring this year's Festival to pre-pandemic levels of abundant activities. As always, this year's Festival will include delicious food, fun activities for children, a community service area, bags of locally grown fresh produce, lots of carrot cake, and of course, plenty of fabulous vendors! Music will be scheduled throughout the day. Keep an eye on our Facebook page as exciting updates will continue to be posted!

Handmade items are great, as are commercial sales, i.e. Tupperware, Pampered Chef, etc. We limit one vendor per company, and 15 jewelry vendors. We reserve the right to select all vendors and types of items sold at the Festival. NO USED, RESALE, CONSIGNMENT OR FLEA MARKET ITEMS MAY BE SOLD ON OUR PREMISES. Money will not be refunded if your description is not accurate and violates rules of the Carrot Festival.

RESERVATIONS: Your craft booth will be reserved by sending:

1. Reservation Form for Vendors.
2. Signed Vendor Agreement Form
3. A copy of your tax certification
4. Your check made out to Congregation Agudat Achim
5. Space assignment will be emailed to you approximately one week prior to Carrot Festival. If you need a paper notice, please enclose a self-addressed and stamped envelope for this purpose.

PLEASE PRINT CLEARLY. IF WE CANNOT READ YOUR HANDWRITING WE CAN'T PROCESS YOUR APPLICATION. INCLUDE A PICTURE WITH YOUR WEBSITE/SOCIAL MEDIA INFORMATION IF AVAILABLE TO INCLUDE ON OUR WEBSITE.

Although we expect a beautiful sunny day for the Carrot Festival, both indoor and outdoor spaces are available: • Outdoor spaces are 10' x 10' and cost \$70. (You can bring a canopy in case of rain.) • Indoor spaces are 7' x 9' and cost \$75.

- Tables are not available. Please bring your own tables, no longer than 8 feet.
- Chairs will be provided free of charge. Please let us know if they are needed.
- End spaces can be reserved for an additional \$5.

- Electricity will be provided for an additional \$5 (indoors only).
- Reservations received after August 10 will be charged \$15 extra.

CONGREGATION AGUDAT ACHIM • 2117 Union Street • Niskayuna, New York 12309 • PHONE: (518) 393-9211

ARRIVAL TIME and PARKING:

Vendors and crafters may begin setting up at 8:00 AM and should be ready by 10:00AM. You will be directed to a parking area for vendors. After unloading your merchandise, please move your car to a parking space. Vehicles are not permitted to park along the west side of the exit driveway. Remember, customers need to have the best parking spaces!

SPACE ASSIGNMENT:

A map and space assignment will be sent in your email approximately one week prior to the Festival. Please do not encroach upon space that was not assigned to you. If you need two or three spaces, you may reserve them with the application. Spaces will be assigned based on the order in which they are received in the mail.

CLEAN UP:

You are responsible for keeping your booth clean both during and after the Carrot Festival. Remember: Tidy grounds and booths attract shoppers.

Congregation Agudat Achim is not responsible for lost, damaged or stolen merchandise. After the Carrot Festival begins at 10:00 am, vehicles are not allowed on the lawn until 5:00pm.

CONTACT:

If you have any questions, please email Matt Frank at carrotfestcrafters@gmail.com . If you do not have email, please call the Agudat Achim office at 518-393-9211, and staff will relay a message to us or Hillary.

We are looking forward to seeing you at what we are sure will be a very successful 44th Carrot Festival!

Many of you have participated in our Carrot Festival for years and we especially welcome your suggestions and ideas.

* We respectfully request that you display *no Christmas/Easter/Halloween-specific items*. Thank you!

* Because we are a kosher facility, please do not bring any foods to sample or sell.

*** *For jewelry vendors* - we limit the number to the first 15 received, due to past complaints about having too many! Return those applications early!**

Sincerely,

Matt and Diane Frank

Carrot Festival Vendor Co-Chairs

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