



Vendor Requirements and Information

- * All items must be handmade or handcrafted by the vendor attending each show.
- * **All vendors must include a minimum of 3 photos, even if you have attended previous shows. A description of any craft and/or food item must be listed on application. Photos will not be returned.**
- * Craft show fees are based on one (1) 10'x10' site per show. Partial payments are not acceptable. Specific payment requirements listed on current application.
- *Returned checks will result in an additional \$25.00 charge.
- * **Check or Money Orders for full amount per show are made payable to:**
Lake George Volunteer Fire Department
179 Ottawa Street
Lake George, NY 12845
- You must have included with your application the following:**
 - * S.A.S.E. – for each event attending – vendor map to be mailed 2 weeks prior to each event.
 - * Copy of your NYS Tax ID and/or NYS Health Permits.
 - * Check or money order in the full amount for each show.
 - * Minimum of three (3) photos of your handcrafted items.
- ***Your deposited check is confirmation for admittance to our shows.**
- ***Once you are admitted to an event all vendors must obtain a Village of Lake George Annual Business Permit.** This permit is non-refundable. All Vendors are required to purchase a \$50.00 Village of Lake George Annual Business Permit. You will not be permitted to set up without this document. Contact the Village of Lake George directly at 518-668-5771 with questions. You may download their application from our website at www.lgfdcraftshow.org.
- * All LGFD events are an outside venue. All spaces are 10'x10'. Awnings or weather covers that require a larger ground space are not permitted.
- * Submission of application does not guarantee space at each show. You must provide full payment and a copy of your NYS certificate of authority to collect sales tax. Crafters/vendors are responsible for collecting NYS sales tax and must possess and display their sales certificate during all show times.
- * Each application will be reviewed. Your deposited check will be confirmation of show admittance. LGFD reserves the right to accept or reject any application. Vendor applications must be completed in full to be considered valid. Those rejected will be returned along with any payments made by vendor.



* **LGFD Craft Shows are rain or shine events and will not be rescheduled due to weather.**

* **All vendors must check-in with LGFD staff before you set up. NO EARLY ARRIVALS**

* **Electricity is extremely limited/nothing over 15AMPs.** Please note on application if you require access to sell your items. Vendor will provide any extension cords needed. If you require more than 15AMPs you will need to supply your own source of power such as a small generator.

* **No stakes or other objects are to be driven into ground as there are underground sprinkler and electrical systems.** Cement filled buckets, sandbags, water filled jugs are ok.

* Moving of village property is not permitted including park benches, signs, trash bins, bike racks, vegetation, ect. No blocking or covering up of village signs.

* Vehicles are not allowed as part of displays.

* Vehicles are not permitted to drive into Shepard Park. This is emergency access for the public beach and only emergency response vehicles are permitted to enter.

* Site(s) must be neat and professional – this includes signage, display and storage of items.

* Vendors are responsible for providing their own display materials, tables, chairs, overhead coverings, ect. and are responsible for their property.

* **Vendors are responsible for removing all cardboard/trash/garbage/display items from their site(s).** Events are held in a public space and is to remain in the same manner of cleanliness at the end of the show as vendors found it prior to setup.

* Vendors are expected to conduct themselves in a professional and business like manner at all times towards patrons, LGFD members and all other vendors.

* **PLEASE NO EARLY BREAKDOWN OF SITES.**

* LGFD will have security on staff during overnight hours. **Vendors are responsible for securing their items during show and non-show hours.** LGFD does not assume any responsibility for loss/damage that any vendor may suffer.

* LGFD staff will be available to assist vendors during set up and breakdown times. Please be prepared to unload and load quickly as parking is very limited.

* Vendors are not permitted to park in front of Shepard Park during any show hours. These parking spaces are for patrons. **Prior to breakdown time on Sunday, vendors are not to “feed meters”. Vendors may occupy spaces in front of Shepard Park AFTER YOUR ITEMS ARE PACKED AND READY TO LOAD INTO YOUR VEHICLE.**



* Vendors will have the option to purchase a village parking permit in the amount of \$15.00 at check-in.

* **Vendors may pay by Cash or Money Order made out to the "Village of Lake George" for a parking permit. NO PERSONAL CHECKS WILL BE ACCEPTED.** A detailed map will be given to each vendor at check-in showing where parking is permitted with the village parking permit. There are no additional parking fees for vendors parking in these specific locations.

* Handicap parking spaces are limited and are on a first come, first serve basis during events. LGFD members cannot guarantee availability due to the number of vendor requests for handicap parking.

* Previous vendors: If you had a site(s) in past shows that worked for you, please note the location and/or # on your application. Please do not list "same space as previous year". **Site(s) #'s are not guaranteed**, however the craft show coordinator will do his/her best to keep vendors in their preferred sites.

* LGFD has the right to update and/or change the vendor map layout at any time. Corner spaces are not guaranteed. Sites may be added, changed or removed when necessary due to changes in landscaping, monuments, grass seeding, plantings, or placing vendors together to fill in empty spaces.

* **Due to the large number of vendors and limited parking during set up times, SITE LOCATIONS WILL NOT BE CHANGED UPON ARRIVAL** unless it is deemed absolutely necessary by the LGFD Craft Show Coordinator. Please contact the Craft Show Coordinator **PRIOR** to arrival with questions or concerns.

* **Vendor map with site locations and parking information will be sent 2 weeks prior to show.**

* Vendors will be asked to breakdown during show without refund if guidelines not followed for show admittance.