

The Great Cortland Pumpkinfest
37 Church Street
Cortland, New York 13045
607-753-8463

Dear Craftsperson:

The 22nd annual **GREAT CORTLAND PUMPKINFEST** will be held October 7& 8 on Court House Park, Cortland, New York. The Fest features handmade/hand crafted/homemade crafts along with food and entertainment. Show hours are 9:00 AM to 5:00 PM Saturday, and 12:00 PM to 5:00 PM Sunday. There is no rain date.

There will be open spaces as well as spaces under tents. We require that you bring your own tables and chairs. You may set-up Friday evening after 4 PM or Saturday AM. Vehicles must be removed from the grounds by 8:45 AM Saturday. All crafters must remain in place through 5:00 P.M. Sunday. Security will be provided Friday and Saturday nights.

If you wish to participate, please fill out the enclosed **APPLICATION** and return it along with your **SIGNED LEASE AGREEMENT , a STAMPED, SELF ADDRESSED ENVELOPE (if you wish to have a mailed confirmation) and PHOTOS OF YOUR CRAFTS.** We will make our best attempt to place vendors as close as possible to spots from previous years. All applications will be processed in a timely manner upon receipt of the above information completed in entirety on a first come first serve basis. Since we have maximized the spaces available, however, we cannot guarantee that everyone will be accepted. Those not accepted because of space limitations will be placed on a waiting list. Vendor Applications will be accepted (based on space availability) through September 1st.

Non-Profit organizations- Please be advised that there are a limited number of spaces for non profit organizations. Send your completed application to the address listed on the application form by July 15th. At this point there is a lottery drawing for the spaces reserved for non-profits. You may be contacted prior to the drawing to confirm information about your organization.

***Because our spaces are limited, new food spaces cannot be allotted. If you are a new food vendor, contact the Tourism Bureau at (607) 753-8463.

PLEASE NOTE: NYS requires all craft show hosts to have on file the NYS Sales Tax Numbers of the crafters and artists participating in their shows. Please be sure to give us that number in the appropriate space on the application.

Instructions for parking will be sent with confirmation. Passes for parking will available at check in.

Sincerely,
The Pumpkinfest Crafter Chairs:
Kristen Gregory, Colleen Dye, Ken Dye

The Great Cortland Pumpkin Festival
Court House Park, Cortland, NY
October 7 & 8, 2017

Name _____ Phone Number () _____

Address _____

City _____ State _____ Zip _____

Email Address _____

License Plate Number _____ Make of Vehicle _____

New York State Sales Tax Number (Required) _____

Type of Craft to be sold: _____

Costs: (Please check appropriate one)

Electric \$10.00 _____ (Limited Number Available)

_____ # of open spaces (10X10) @ \$65.00 _____

_____ # of under tent spaces (10X10) @ \$80.00 _____

If you are selling food, you must obtain a temporary permit from the Cortland County Health Department, 60 Central Ave, Cortland, NY 13045.

PLEASE MAKE CHECKS or MONEY ORDERS PAYABLE TO:
The Great Cortland Pumpkin Festival (DO NOT SEND CASH)

Please Return to:
The Great Cortland Pumpkinfest Crafter
C/o Kristen Gregory
37 Church Street
Cortland, NY 13045
(607) 753-8463

Questions can be directed to cortlandpumpkinfestcrafter@gmail.com

Date Received _____
Space # _____

Check/ Money Order # _____
Amount _____

(Lease on back- see over)

This agreement is entered into between the Great Cortland Pumpkin Festival Inc., a corporation under the laws of the State of New York, hereinafter to the Lessor,

And (name) _____

Of (address) _____

Herein after referred to as the Lessee. Lessor hereby lets the Lessee hereby takes space designated upon a map that will show the plan of arrangement for the Great Cortland Pumpkin Festival to be held on Saturday, October 7 and Sunday, October 8, 2017. The rental for such space shall be as outlined on the accompanying application form, payable in advance upon the execution of this lease: and the receipt of such payment, the Lessee shall be entitled to the exclusive use of the space in addition thereto, all the common privileges extended to the exhibitors of the said Great Cortland Pumpkin Festival. The Lessee shall be subject to the following terms and considerations regarding the use of the space: the Lessor should be in attendance during the set-up time the Lessee should have the privilege of using the space in any lawful manner for the promotion of, interest in, or sale of his/her merchandise, but not for subletting without the consent of the Lessor: the Lessee shall not discriminate in sales because of race, color or creed: and **THERESHALL BE NO LOTTERIES, RAFFLES, OR GAMES OF CHANCE HELD IN ANY BOOTHS ON THE GROUNDS. ALSO, THERE WILL BE NO POLITICAL CAMPAIGNING.**

The Lessee shall furnish all necessary tables, chairs and rain protection for self and wares. A LIMITED NUMBER OF TENT SPACES WILL BE MADE AVAILABLE- SEE APPLICATION. **THERE IS NO RAIN DATE.**

The parties hereto agree that the Lessor shall not be liable to the Lessee for loss from fire, burglary, or any other hazard and shall not be liable to the Lessee for any damage sustained, of any nature, in connection with the use of said space. The Lessee shall indemnify and save harmless the Lessor from any liability damages, claims or judgments arising from injury to person or property, or from any other cause during the operation of the leased space. The Lessee shall defend at his own cost any and all suits or actions that may arise against the Lessor upon such claim or claims.

There will be no refund unless cancellation in writing is received prior to September 1, 2017. The Pumpkin Festival is open to the public from 9:00 am to 5:00 pm on Saturday and 12:00 pm to 5:00 pm on Sunday. All displays are to remain open through 5 pm on Sunday, October 8, 2017.

THE GREAT CORTLAND PUMPKIN FESTIVAL , INC.

CORTLAND, NEW YORK

Applicant's Signature _____

Note: Please read and sign this agreement and return it along with your application and self addressed envelope.