



## FALL FESTIVAL 2019

### VENDOR INFORMATION AND APPLICATION

West Mountain presents its fourth annual **Fall Festival** this October! We are looking for local crafters, artists, breweries, specialty food trucks, specialty food vendors and merchants to help make this annual family event unforgettable.

The Fall Festival will be full of fall favorites! We will have plenty of activities for children including a petting zoo, pony rides, scenic chairlift tours, pumpkin painting/carving and of course our Haunted Hayrides!

#### Festival Dates & Times:

Fri. October 11th<sup>th</sup> (6-10pm), Sat. October 12th<sup>th</sup> (12-10pm), Sun. October 13th<sup>h</sup> (12-5pm)  
Fri. October 18th<sup>th</sup> (6-10pm), Sat. October 19th<sup>th</sup> (12-10pm), Sun. October 20th (12-5pm)

#### Festival Activities:

- Haunted Night Time Hayrides
- Scenic Chairlift Rides
- Live Music
- Fall gourds and pumpkins for sale
- A vendor area with local vendors displaying merchandise for sale
- Coloring Contest
- Wrecking Ball
- Face Painting
- Daytime Aerial Adventure
- Day Time Family-Friendly Hayrides
- Best Costume Contest
- Petting Zoo and Pony Rides
- Children's activities including a FREE bounce house
- Zorbing!!
- Lodge Bar with delicious Fall-themed drink specials and our Lodge café with grill and fall favorites

### VENDOR INFORMATION

- The booth size is a 10' x 10' square. (Non-food vending will be in the Main Lodge. If you have your own tent you, have the option to be outside.)
- Bring your own tent, tables, and chair. These are not provided.
- This is a rain-or-shine event.

***Please help us promote the event. A Facebook event link will be shared with you as well, and we encourage you to share the event.***

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*If you are interested in vending at our Fall Festival, please complete and return the following vending application to secure your spot. We will confirm your application and payment via email once it is received.*

*Limited spaces are available and are on a first come first serve basis. All vendors will be selected by **September 13th, 2019.***

**Make checks payable to:** Apex Capital LLC

**Mail to:** 59 West Mountain Rd. Queensbury, NY 12804 **Attn:** Fall Festival Committee

**Questions?** Email [katie@westmtn.net](mailto:katie@westmtn.net) or call (518) 636-3699 x316

**VENDING APPLICATIONS ARE DUE BY SEPTEMBER 13th, 2019!**



# FALL FESTIVAL 2019 VENDING APPLICATION

PLEASE SELECT HOW MANY DAYS YOU WILL BE VENDING:

Days Vending	Electrical Fee	10 x 10 Booth	Total Amount Due
3 days (10/11-10/13 <i>OR</i> 10/18-10/20)	\$30	\$160	
6 days (10/11-10/13 <i>AND</i> 10/18-10/20)	\$50	\$250	
<b>Non-Profit 3 Days</b>	\$25	\$110	
<b>Non-Profit 6 Days</b>	\$25	\$160	

Please circle the dates you will be vending: 10/11-10/13, 10/18-10/20

Applicant's Name: \_\_\_\_\_

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

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

Email address (REQUIRED): \_\_\_\_\_ Website: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of vending

\_\_\_\_\_

Plans for vending table (what type of items will you be selling, displaying, promoting, please list.):

\_\_\_\_\_

- Booth fees are not refundable in the case of inclement weather or if the vendor cancels within 4 weeks of the event.
- West Mountain reserves the rights to make changes to booth locations.
- West Mountain/Apex Capital LLC reserve the right to reject applications for any reason. In the case of a rejection, the booth fee is refundable.

## IMPORTANT INFORMATION

### SET UP AND TAKE DOWN

- Please check in at the Front Desk in the Main Lodge to get the site map and schedule of events.
- Set up is 2:30-4:30pm on Fridays, 9:30-11:30am on Saturdays and Sundays; We will be opening the parking lot at 5pm sharp on Fridays and 12pm sharp Saturdays and Sundays. Please have your table ready by 4:30pm on Fridays and 11:30am on Saturdays and Sundays.
- You will be able to drive into roundabout by the Main Lodge to unload. After unloading all vendors are required to park in the main parking lot within walking distance.
- Take down is from 8pm-10pm. Please do not begin packing up until 8pm.

### PERMITS

- If selling food or beverage, you will need the proper permits. We will require a copy of your permits with the application. If you are unsure about the proper permit to obtain, please contact us.
- If selling items, you will need to register to collect sales tax and display your Certificate of Authority in your booth.

### Rules, Regulations & Definitions

**NON-PROFIT BOOTH:** A non-profit booth is defined as any organization that has a 501(c)(3) tax-exempt letter. A copy of your tax-exempt status must be attached to your application.

**CRAFT BOOTH:** An arts and crafts booth is defined as only handmade crafts made by the booth holder and submitted to and approved by the committee.

All booths must be manned at all times.

West Mountain/Apex Capital is not responsible for loss due to damage

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Type: CHECK (check #) \_\_\_\_\_ CREDIT CARD (Circle): Visa      Master Card  
    American Express      Discover

FOR OFFICE USE ONLY - Payment Received By: \_\_\_\_\_ Date Received \_\_\_\_\_

