



The 28th Annual Apple Harvest Festival
Craft Show Application
Friday, Saturday & Sunday
October 1st, 2nd & 3rd
10:00 am to 7:00 pm
Application Due by Friday, Sept. 10, 2010

Dear Crafter:

The Downtown Ithaca Alliance is pleased to announce that the 2010 Apple Harvest Festival Fall Craft Show will provide the option for crafters to join the festival for all 3 days this year. As in years past Saturday and Sunday will cost \$150 with a special introductory rate for Friday of \$25. Attracting an audience of over 30,000 people, the Craft Show will be held on Friday Oct. 1st, Saturday Oct. 2nd and Sunday Oct. 3rd from 10:00 am till 7:00 pm.

Deadline for entries is Friday, September 10. Acceptance letters will be emailed or mailed on a rolling basis starting in August. Applications received after the deadline will be placed on a waiting list in the order in which they are received.

The non-refundable application fee for this show is \$10 and the booth fee is \$150 for Sat. and Sun and an additional \$25 for Friday. Please write separate checks for each fee payable to the Downtown Ithaca Alliance. Booth fees will be returned if your application is not accepted.

All artists will be juried. If you have been pre-accepted in the past, you will still need to submit slides or photos, or provide the website address of quality pictures of your work. If you wish to have your photos/slides returned, please include a self-addressed stamped envelope with sufficient postage. Otherwise they will be returned to you at the show.

Work submitted and shown must be the original work of the entrant. Commercial, imported and manufactured items are not allowed. We reserve the right to have work removed that is not acceptable.

Please contact the office with any questions. We look forward to hearing from you!

Vicki Taylor
Special Events

Downtown Ithaca Alliance
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Apple Harvest Festival Craft Show Guidelines

We are excited to invite you to the 2010 Apple Harvest Festival Craft Show. These guidelines should answer most of your questions about the fair and also provide you with the regulations for the show.

The Apple Harvest Festival Craft Show is from 10am to 7pm on October 1st, 2nd & 3rd 2010 and is located on Cayuga Street between State and Green Streets and on West State Street in Downtown Ithaca.

Set-up time is from 7:00 am to 9:30 am on Friday and Saturday and 8:00 am to 9:30 am on Sunday.

Vehicles must be removed immediately after unloading. All vehicles must leave the show site by 9:30 am. If you plan on arriving after 9:30am, vehicles will not be permitted and you will need to use a hand truck to move your items into the show.

All crafters must provide their own 10x10 tent or if a double space has been purchased a 10x20 or (2) 10x10 tents. There is no electricity in the craft area. You must stay within the designated space and observe all fire lanes and markings.

You will find your booth number location written on tape on the curb at your space. Please unload your booth supplies and tent and remove your car from the road. You can then come back and set-up your booth. Vehicles must be removed immediately after unloading or it will create a traffic jam! Staff will be on site to assist with traffic flow.

You can park in the Parking Garage on Cayuga Street, across from the Holiday Inn or in the Green Street or Seneca Street garages. Event parking is in place for \$3 per day. If you cannot fit in a parking garage (7 foot clearance, no trailers), please call ahead of time so that we can suggest alternate parking sites.

No awnings are allowed on tents as these interfere with the fire lane.

At the end of the show on each night we must wait until the Ithaca Police Department clears the area for vehicles. This may take until 8pm or longer. We are not able to permit ANY vehicles into the area until this clearance is obtained. You may use a hand truck and the loading zones at the end of each intersection to remove your items prior to this clearance. You should pack your booth and place it on the sidewalk, directly behind your booth spot BEFORE you retrieve your vehicle. A show coordinator will be walking the site during tear down to help direct traffic. Please do not retrieve your car until you are told to by staff. Any violation of a staff person or Police Department officers directions will result in your not being included in future festivals, and possible ticketing, fines or other police action.

Your booth must be kept neat and clean. Your table should be covered to the ground and boxes must be hidden from view. Trash must be disposed of and recycled properly. Access to the stores and businesses must be maintained at all times. No alcoholic beverages are permitted. Ithaca has an open container law that is strictly enforced.

Work submitted and sold must be the original work of the entrant. Commercial and manufactured items will not be allowed, and the Show management reserves the right to have you remove unacceptable merchandise from the display area. Each craftsperson will handle her/his own sales. Collecting and reporting of sales tax is each craftsperson's responsibility.

Security during the festival is provided including overnight staff. However, we advise removing any valuable items from your site. You are able to leave your tent and belongings in place overnight.

Please report any issues to the coordinator immediately so that they can be resolved.

Lodging information can be found at www.visitithaca.com.

If you should have any questions about any of these guidelines, please do not hesitate to contact me. Good luck to you. I hope you have a great show!

Vicki Taylor
Special Events
Downtown Ithaca