

The 28th Annual Apple Harvest Festival

## **Non-Profit Application**

Friday, Oct. 1st Noon to 6:30pm

Saturday, Oct. 2nd &

Sunday, Oct. 3rd

10:00 am to 6:30 pm

**Application Due by September 10th, 2010**

Dear Non-profit Organization:

The Downtown Ithaca Alliance is pleased to invite you to be a part of the 28th Annual Apple Harvest Festival.

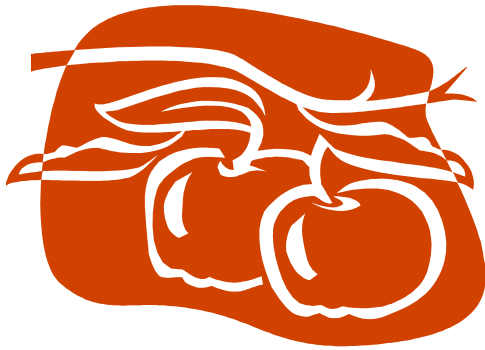
Please read over the enclosed guidelines and fill out the application. There will be a \$10 application fee and an additional \$10 fee if you would like us to provide you with a table and two chairs. We are asking all tables to decorate around the harvest theme and/or have an interactive aspect. Your allotted space is 10 by 10 and you must provide your own tent. You do not have to have a tent, but it is recommended.

You will need to return the information form, and I will mail you your location in September.

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

Vicki Taylor  
Special Events  
Downtown Ithaca Alliance

vickit@downtownithaca.com  
Center Ithaca, 171 E. State St., Box #136  
Ithaca, NY 14850  
(607)277-8679



The 28th Annual Apple Harvest Festival  
**Non-Profit Application**  
Friday, Oct. 1st 12noon to 6:30pm  
Saturday, Oct. 2nd &  
Sunday, Oct. 3rd  
10:00 am to 6:30 pm  
**Application Due by September 10, 2009**

Non-Profit Organization Application: Fill out and return to Vicki Taylor.

Name of Organization: \_\_\_\_\_

**Contact Information:**

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

Address:

Street: \_\_\_\_\_ --- \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Other Contact Information:**

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

Email: \_\_\_\_\_

**Organization Information:**

1. What is your cause? Please attach more info if needed.
2. What will your booth consist of? Do you plan to bring a tent? If yes, what size?
3. Will you need electricity? Yes or No
4. How much Space do you need? (most are 10 by 10) \_\_\_\_\_
5. Will you be there to participate: The weekend cannot be split up. The options are Friday only, Sat/Sun Only or the entire event. Circle one:  
Friday Oct. 1st Only \_\_\_\_\_ or  
Sat/Sun Oct. 2nd and 3rd \_\_\_\_\_ or  
Friday, Sat., Sunday (entire weekend) \_\_\_\_\_
6. Will you need a table and two chairs to be provided by the D.I.A. at the cost of \$10? Yes or No

**Please include your \$10 application fee along with this application. Thank you.**

## 28<sup>th</sup> Annual Apple Harvest Festival Non-Profit Vendor Guidelines

1. vendors will be required to collect and remove their own trash. Black and green cans provided by the City of Ithaca are for the use of the visitors to the Apple Harvest Festival only. No dumping is allowed in City trash cans, grates, storm sewers, or other areas.
2. **The festival runs from Noon to 6:30 pm on Friday Oct. 1st and 10:00am until 6:30 pm on Saturday and Sunday.**
3. Set-up time on Friday is between 8:00 am and 11:30am and 7:30 am to 10:30 am on Saturday and Sunday. All vehicles must be off the Commons by 9:00 am on any day. **NO EXCEPTIONS!** We prefer that vehicles not be brought onto the Commons. If you can use a hand truck, please do so.
4. Parking is available in any of the city garages for event parking fee of \$3 (Sat/Sun Only).
5. Please keep your booths neat and clean. Your table should be covered to the ground and boxes hidden from view.
6. Access to the stores and businesses needs to be maintained at all times. No alcoholic beverages are permitted. The City of Ithaca strictly enforces open container laws.
7. You must have a good time.
8. Electricity is available on a limited basis. If you require electric, please arrange this ahead of time and include information with your application.
9. Fill out the attached application and return it to Vicki Taylor.

Phone: 607-277-8679, Fax: 607-277-8691, [vickit@downtownithaca.com](mailto:vickit@downtownithaca.com)