



“Arts on the Boardwalk”

Arts & Crafts Show

City of Long Beach Vendor Application 2020

Saturday & Sunday, May 30 & 31, 2020
On the Boardwalk in Long Beach

ABOUT THE SHOW

The Long Beach Arts on the Boardwalk Show is a combination of the boardwalk Craft Fair and Arts in the Plaza. The two day event is outdoors on the boardwalk and gives artisans an opportunity to show & sell their creative works, while residents & visitors have the opportunity to experience current trends in the visual arts.

EVENT DATES & TIMES

Saturday & Sunday, May 30 & 31, 2020 from 10:00am - 6:00pm

LOCATION

On the Long Beach boardwalk between Long Beach Boulevard and Edwards Boulevard.

RULES & REQUIREMENTS

- Each applicant is required to submit an application with payment.
- New vendors should enclose photos of their products or email them to artsandcrafts@longbeachny.gov.
- The committee reserves the right to refuse any vendor considered unsuitable.
- Vendors MUST attend both days and all hours of the fair, and may not break down displays before conclusion of the fair!
- All merchandise being sold must be the original product of the vendor.
- The fair will be held rain or shine, however if dangerous weather conditions persist the City may close the fair at its discretion.
- Vendors are responsible for clean and neat maintenance of rented booth(s) and surrounding area.
- Vendors must stay within the confines of their allotted space(s).
- The City will provide garbage containers throughout the boardwalk.
- Set up begins at 5am, and should be completed no later than 9am. The Show hours are 10:00am – 6:00pm.
- Tents and display units may be left up overnight at the vendor’s discretion. Remove all valuables.

VENDOR FEES

A single booth fee is \$450. A food vendor space is \$750. There is an additional \$200 fee for food vendors with trailers over 14 feet. All food vendors are required to submit a \$100 security deposit in cash or separate check that will be refunded upon approval that the area involved has been left clean, free of grease and/or damage. All fees are per weekend - absolutely NO single day spaces are available. A \$50 discount will be given to residents (proof is required). A \$50 discount will be given to those who return their application & payment by April 3, 2020. All applications received after May 1, 2020 will be charged a \$25 late fee.

REFUNDS

No refunds will be made on accepted and processed applications. No exceptions!

SPECIAL EMPHASIS

Giving on-site demonstrations of your craft is encouraged. Showing people the process of your craft helps them to develop a deeper appreciation for the arts and for the vendors who are exhibiting. It also has been shown to improve sales.

PRIVACY POLICY

We respect your privacy and do not share personal information that is collected during the application process.

EXHIBIT SPACE

Space size is 14' X 10'. Each vendor must supply his or her own display. Booths can include a canopy or tent and tables. Booths should be clean and professional looking. Please properly secure your tent using weights. No nails, stakes, wires or other objects may be driven into the cement and/or wood of the boardwalk. Electricity is not available for artists and crafters. No pets allowed at the festival. The City reserves the absolute right to place or move vendors to different locations.

SECURITY

Each participant is responsible for the safety, protection, & insurance of his or her own exhibit & merchandise. Security guards will be on duty Saturday from 7pm to 7am, but it is advised that you do not leave valuable items overnight. Everything must be secure and reinforced to withstand wind and inclement weather.

ADVERTISING

The event will be advertised locally and regionally. A mailing promoting the event will be mailed to 18,000 homes. Posters and advertisements will be placed in the surrounding area. Ads will be placed in local papers. *Please share the Facebook Event page.*



City Council
John Bendo, President • Karen McInnis, Vice President
Michael A. Delury • Scott J. Mandel • Elizabeth M. Treston
Acting City Manager John A. Miranda
Asst. Superintendent of Recreation Paul Ferrante





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Vendor Information

Returning Vendor New Vendor

Contact Name _____ Business Name _____

Address _____ City, State, Zip _____

Email _____ Phone _____

Website _____ Facebook Page _____

Tax I.D. # _____ Permit/Sticker # & Exp. _____

Please list all items you will display & sell _____

Returning Vendor Space Request _____

*Space requests are taken on a first come, first serve basis & must be made by May 1, 2020. **Requests are not guaranteed.***

Space Information

Waiver & Agreement

✓	Type of Vendor and Add On	Fees/ discount
	Craft Vendor (no generators)	\$450.00
	Arts in the Plaza Vendor (proof required)	\$300.00
	Not-For-Profit Vendor (proof required)	\$200.00
	Food Vendor (Must supply own generator)	\$750.00
	Trailer Over 14' (additional fee)	\$200.00
	Food Vendor Deposit (enclose separate payment)	\$100.00
	LB Resident Discount (proof required)	-\$50.00
	Early Bird Discount (By April 3, 2020)	-\$50.00
	Late Fee (After May 1, 2020)	+\$25.00
	Total Enclosed	

The City of Long Beach reserves the right to prohibit any vendor from exhibiting their work and or product. The Exhibitor agrees that he/she is solely responsible for his/her work, person and property at all times and will not hold the City of Long Beach responsible or liable for any losses, theft or damages to property or injury to person.

All double spaces will be next to each other -- no exceptions!

**There is no guarantee that you will have the same spot as in previous years.*

**There are a limited number of spots, & quotas will be set by the committee on all merchandise.*

**We reserve the right to accept and/or deny any vendor.*

**The City reserves the right to move a vendor if deemed necessary.*

**Vendors are NOT permitted to bring pets.*

**Applications without a signature will be returned.*

By signing this document, the vendor has read, understands and agrees to the rules and requirements listed on the previous page of the City of Long Beach vendor application.

I have read the rules and regulations and will abide by them.

I have included images of my work (for new vendors).

I have applied for a Temporary Board of Health Permit (for food vendors).

I have included payment with my application.

I have signed my application.

Exhibitor's Signature: _____ Date: _____

Payment Information

Payment must be received along with application by April 3, 2020 to receive the Early Bird Discount.

Applications received after May 1, 2020 will incur a \$25 late fee.

Please make checks/money orders payable to the City of Long Beach.

Pay application fee by credit card			
Card Number			
Expiration	CVV#		
Name On Card	Billing Zip Code		

Customers paying by credit or debit card will be charged a convenience fee of 2.5%.

No American Express or Discover taken

Mail Printed Applications To:

City of Long Beach
Parks & Recreation Arts & Crafts
700 Magnolia Boulevard
Long Beach, NY 11561

E:Mail PDF Applications To:

ArtsandCrafts@longbeachny.gov

*Deadline for applications is May 22, 2020
All correspondence and inquiries should be directed to:
artsandcrafts@longbeachny.gov or (516) 705-7405*