



City of Long Beach Vendor Application 2024

Saturday & Sunday, July 20 & 21, 2024
On the Boardwalk in Long Beach

ABOUT THE SHOW

The Long Beach Arts and Crafts Festival has been a Long Beach tradition for almost 40 years. We are happy to return after a hiatus. More than 200 vendors line our beautiful boardwalk along the shore of our barrier island to show and sell their creative works. Thousands of residents and visitors shop and it is sure to be a profitable weekend.

EVENT DATES & TIMES

Saturday & Sunday, July 20 & 21, 2024 from 10:00am - 6:00pm.

LOCATION

On the Long Beach boardwalk at Riverside Boulevard.

RULES & REQUIREMENTS

- Each applicant is required to submit an application with payment.
- All vendors should provide a link to social media with pictures of 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 the conclusion of the fair!
- We will take a limited number of direct sales vendors and not-for-profit groups.
- The fair will be held rain or shine, however, if dangerous weather conditions exist 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.
- The show hours are 10:00am – 6:00pm.
- Saturday set up begins at 5:00 am and should be completed no later than 9am.
- Sunday set up begins at 6:00 am and should be completed no later than 9am.
- No cars will be allowed on the boardwalk after dark for breakdown.
- Tents and display units may be left up overnight at the vendor's discretion. Remove all valuables.
- Please be advised, that vendor approval is at the sole discretion of the City.

VENDOR FEES

A single booth fee is \$500. A food vendor space is \$850. All food vendors must submit a \$200 security deposit in cash or a separate check that will be refunded upon approval that the area involved has been left clean, and 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 Long Beach residents/brick-and-mortar businesses (proof is required). A \$50 discount will be given to those who return their application and payment by April 30, 2024. All applications received after June 15, 2024, will be charged a \$25 late fee.

REFUNDS

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

PRIVACY POLICY

We respect your privacy and will not share information that is collected on the application except as required by the Freedom of Information Act.

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 vendors. No pets allowed at the festival. **Food Vendors must provide floor covering/tarp.** 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 and 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
Brendan Finn, President ~ Chris Fiumara, Vice President
John D. Bendo ~ Roy Lester ~ Michael Reinhart
City Manager Daniel Creighton
Commissioner of Parks & Recreation Joseph A. Brand, Jr.





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VENDOR INFORMATION

Contact Name	Business Name
Address	City, State, Zip
Email	Phone
Website	Social Media Page
Tax I.D. #	Permit/Sticker # & Exp.
Please list all items you will display & sell	



SPACE INFORMATION

Type of Vendor	Fees/ discount
Craft Vendor (no generators)	\$500.00
Not-For-Profit Vendor (proof required)	\$250.00
Food Vendor (Must supply own generator) (Nassau County Board of Health Permit required)	\$850.00
Food Vendor Deposit (enclose separate payment)	\$200.00
LB Resident/Business Discount (proof required)	-\$50.00
Early Bird Discount (By April 30, 2024)	-\$50.00
Late Fee (After June 15, 2024)	+\$25.00
Total Enclosed	

PAYMENT INFORMATION

Payment must be received with the application by April 30, 2024 to receive the Early Bird Discount. Applications received after June 15, 2024 will incur a \$25 late fee. Please make checks or money orders payable to The City of Long Beach. You can pay by Visa or Mastercard ONLY. NO American Express or Discover taken. Customers paying by credit/debit card will be charged a convenience fee of 2.55%.

Pay application fee by credit card

Card Number	<input type="checkbox"/> 
Expiration	
Name On Card	<input type="checkbox"/> 
CVV#	

HOLD HARMLESS AND INDEMNIFICATION

Vendor shall defend, indemnify, and hold harmless the City of Long Beach, its officers, employees, agents and related parties from and against any and all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorney's fees arising out of or in connection with the performance of this Agreement hereunder or its failure to comply with any of its obligations contained in the contract documents, except such loss or damage which was caused by the sole negligence or willful misconduct of the City of Long Beach.

WAIVER & AGREEMENT

In consideration for being permitted by the City of Long Beach to participate in the above festival, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, theft, loss or property damage which I may have or which may hereafter accrue as a result of my participation in said festival. This release is intended to discharge, in advance, the City of Long Beach (its officers, employees, and agents) from and against any and all liability arising out of or connected in any way with my participation in said facility, even though that liability may arise out of negligence or carelessness on the part of the City of Long Beach (its officers, employees or agents). The City of Long Beach retains, at their absolute discretion, the right to limit the amount of duplicate vendors. 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 or play amplified music.

Exhibitor's Signature: _____ Date: _____

Mail Printed Application To:
City of Long Beach
Parks & Recreation Arts & Crafts
700 Magnolia Boulevard
Long Beach, NY 11561
Or Email To:
ArtsandCrafts@longbeachny.gov

Deadline for applications is June 15, 2024
All correspondence and inquiries should be directed to:
artsandcrafts@longbeachny.gov or (516) 705-7405

Office Use
Date: _____ Fee: _____ Receipt: _____ Space: _____