



# City of Long Beach Vendor Application 2024

26th Annual Fall Festival  
Saturday & Sunday, October 12 & 13, 2024  
[www.longbeachny.gov/fall](http://www.longbeachny.gov/fall)

## ABOUT THE SHOW

The City of Long Beach Fall Festival has been a tradition for twenty-six years. We take approximately 30 vendors to show/sell their creative works. We also take a limited amount of not-for-profit organizations but they must provide a fall-related giveaway. Thousands of residents and visitors attend the festival. It is sure to be a profitable weekend.

## EVENT DATES & TIMES

Saturday & Sunday, October 12 & 13, 2024 from 10:00am - 5:00pm.

## LOCATION

Kennedy Plaza, 1 West Chester Street, Long Beach, NY (outdoors)

## RULES & REQUIREMENTS

- Each applicant is required to submit an application with payment.
- All vendors should enclose photos of their products & set-up or email them to [lbevents@longbeachny.gov](mailto:lbevents@longbeachny.gov).
- The spirit of this festival is to sell original items or Long Beach, fall & holiday-related items.
- The committee reserves the right to refuse any vendor considered unsuitable or a duplicate.
- Vendors **MUST** attend both days and all hours of the fair and may not break down displays before the conclusion of the fair.
- 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).
- Set up begins at 7:15am, and should be completed no later than 9:45am. The event hours are 10:00am – 5:00pm.
- Tents and display units may be left up overnight at the vendor's discretion. Remove all valuables.

## VENDOR FEES

A single booth fee for a craft vendor is \$300. A food vendor space is \$600. There is an additional \$100 fee for food vendors with trailers over 14 feet. The not-for-profit vendor fee is \$150. Proof of not-for-profit status must be submitted. All fees are per weekend - absolutely **NO** single day spaces are available. There is an **early bird discount of \$50** given to those who return their application & payment by September 9, 2024. All applications received after October 1, 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 do not share personal information that is collected during the application process.

## EXHIBIT SPACE

Space size is 10' X 10'. Each vendor must supply their own display. Booths can include a canopy or tent and tables. Booths should be clean and professional looking. Vendors must properly secure the tent using weights. **No pets** allowed at the festival. The City reserves the absolute right to place or move vendors to different locations. There is no guarantee that you will have the same spot as in previous years but, we will try.

## SECURITY

Each participant is responsible for the safety, protection, and insurance of his or her own exhibit and merchandise. Security guards will be on duty each night from 7:00pm to 7:00am 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.*

[www.longbeachny.gov/fall](http://www.longbeachny.gov/fall)



**City Council**  
Brendan Finn, President • Chris Fiumara, Vice President  
John Bendo • Roy Lester • Michael Reinhart  
**City Manager** Daniel Creighton



# City of Long Beach Fall Festival Vendor Application 2024

## Saturday & Sunday, October 12 & 13, 2024 10am-5pm

### Vendor Information

Returning Vendor  New Vendor

Contact Name \_\_\_\_\_ Business Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Website \_\_\_\_\_ Facebook Page \_\_\_\_\_

Tax I.D. # \_\_\_\_\_ Permit/Sticker (food vendors) \_\_\_\_\_

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 October 1, 2024. **Requests are not guaranteed.***

### Space Information

✓	Type of Vendor	Fees/ discount
	Craft Vendor	\$300.00
	Food Vendor (Must supply own generator)	\$600.00
	Trailer Over 14' (additional fee)	\$100.00
	Early Bird Discount (By Sept 9, 2024)	-\$50.00
	Not-For-Profit Vendor (proof required) **Early bird discount does not apply**	\$150.00
	Late Fee (After October 1, 2024)	+\$25.00
	Total Enclosed	

### Waiver

The City of Long Beach retains, at their absolute discretion, 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.

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

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

\*Vendors are NOT permitted to bring pets.

\*Vendors are not permitted to play music or amplified sound.

\*Vendors are not permitted to share spaces.

\*Applications without a signature will be returned.

By signing this document, the vendor has read, understands and agrees to the rules and requirements listed above.

Exhibitor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

I have included or emailed images of my work.

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

I have included payment with my application.



I have signed my application.

### Payment Information

Payment must be received along with the application by September 9, 2024, to receive the Early Bird Discount.

Applications received after October 1, 2024, 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#	  <p style="font-size: small;">No American Express or Discover taken</p>	
Name On Card	Billing Zip Code		

Customers paying by credit or debit card will be charged a convenience fee of 3.5%.

### Mail Printed Applications To:

City of Long Beach  
Parks & Recreation Office of Events  
700 Magnolia Boulevard  
Long Beach, NY 11561

### E:Mail PDF Applications To:

[lbevents@longbeachny.gov](mailto:lbevents@longbeachny.gov)