

**Phoenix Rising and Village of Phoenix  
Presents**



Village of Phoenix  
455 Main Street  
Phoenix, New York 13135  
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Dear Friends,

It is time to make plans to attend the 2018 Village of Phoenix Locktoberfest. The Event will be held on Phoenix Downtown District on Saturday, October 6, from 11a.m. to 8p.m. All crafters and vendors will be on State Street, Bridge Street and Municipal Parking Lots.

The 2018 Locktoberfest will be very exciting, featuring all-day music, one of a kind crafters and food vendors, street performers, local artisans, children's activities, guided tours of our lock and drawbridge, and a Beer Garden featuring locally brewed craft beers, wines, wine slushies, wine tastings, ciders and more. We are still working hard to bring in more events to make this year a great celebration!

We are taking a look at the logistics of festival set-up and it is our intention to create a festival layout that has a good "flow" to it.

Each exhibit space is 10' x 10' in size. There is a fee for each exhibit space needed. Set-up times will be available October 5 in the afternoon and October 6 in the morning not later than 10:00am. Please be sure to indicate your preferred set-up time on your application and we will do our best to accommodate your needs. Set-up for your exhibit should be limited to one hour as a courtesy to other exhibitors. **You must provide an e-mail address for your confirmation information to be sent electronically.**

Please complete and return the enclosed application, along with your check or money order to the address provided. Be sure to read the rules and regulations. Directions and further information will be provided with your reservation confirmation. We look forward to your participation in the 2018 Village of Phoenix Locktoberfest.

Sincerely,

Phoenix Rising



# 2018 LOCKTOBERFEST RULES & NOTIFICATIONS

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1. Locktoberfest hours are Saturday, October 6, 2018, from 11am to 8pm. If a participant wishes to tear down earlier than expected, please notify a member of festival staff before doing so in order for possible arrangements to be made. **No vehicles will be allowed on show sites during show hours.**
2. Locktoberfest participants will be allowed to drive their vehicles up to their booths during scheduled set-up time and scheduled tear-down time ONLY. At all other times, vehicles must remain in the designated parking areas. This is to ensure the safety of customers and spectators, as there will be excessive foot traffic.
3. Locktoberfest set-up time will be Friday, October 5, beginning at 4 p.m. (**no earlier**). There will also be set up times on Saturday, October 6, beginning at 8 a.m. Directions for set-up will be sent with confirmations via e-mail. Site assignments will be given upon arrival at your set-up time.
4. Booth size is 10' x 10'. Tents and canopies are allowed, but stakes may NOT be driven into the asphalt. However, weighted anchors are highly recommended. Some examples of weighted anchors are cinder blocks, 5-gallon buckets filled with water or cement or milk jugs filled with water or cement. Sites are located throughout the Downtown streets.
5. The use of a generator at the Locktoberfest is allowed, as long as you have a sound barrier and an exhaust filter. Generators will be inspected at the time of arrival and set-up. There will be limited access to electricity. Participants must provide their own tables and chairs.
6. Phoenix Rising and the Village of Phoenix expect participants to carry liability insurance for their own protection.
7. Participants will receive confirmation of set-up time and directions within **one week of the show**. You must provide an e-mail address on your application.
8. Local law enforcement and festival staff will be available throughout the day and evening on Friday and Saturday. However, displays left out overnight are done so at the participant's risk.
9. Trash receptacles will be located throughout the show site for the convenience of the participants and may NOT be brought into individual booths.
10. The sale of real weapons, drug paraphernalia, or alcohol abuse related items is prohibited.

\* **Please note:** Failure to comply with these rules and regulations may result in the termination of Craft Show participation.

Please address any questions you have to Laura Gonzalez via e-mail at phoenixrising13135@gmail.com or by phone at (315) 695-4084.

# 2018 LOCKTOBERFEST CRAFTER APPLICATION FORM



**Application Information** – (Please print clearly).

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

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

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

❖ **Crafters:** (Handmade, artisan, manual arts)

Number of spaces needed \_\_\_ x \$30 each = \_\_\_\_\_ Electrical Add'l \$5: Yes  No  Total \$ \_\_\_\_\_

Preferred Set-Up Time (check one): Friday  4 pm.  5 pm.  6 pm.

Saturday  8 am.  9 am.

Description of items at show (check all that apply):

Candles  Leather  Wood  Glass  Toys/Dolls  Metal  Jewelry  Floral/Silk  Soaps/Scents

Ceramics/Pottery  Other: \_\_\_\_\_

❖ **Vendors:** (All vendors must have inventory to sell at the festival).

Number of spaces needed \_\_\_ x \$40 each = \_\_\_\_\_ Electrical Add'l \$5: Yes  No  Total \$ \_\_\_\_\_

Preferred Set-Up Time (check one): Friday  4 pm.  5 pm.  6 pm.

Saturday  8 am.  9 am.

**Payment and Cancellation Information: Check or Money Order payable to Village of Phoenix must be received by September 14, 2018. Deadline for a full refund in case of cancellation must be received by September 21, 2018. There will be NO REFUNDS after this date.**

WAIVER AND ACCEPTANCE INFORMATION (Signature Required):

I/We \_\_\_\_\_ agree to assume all risk associated with participating in this festival, including but not limited to, falls, the effects of the weather and any other loss, cost, or damage. Having read this release and in consideration of the acceptance of my entry fee, agree to waive, release, and hold harmless, Phoenix Rising, the Village of Phoenix, and any other sponsors, all other workers and volunteers from any and all claims, liabilities, demands, damage, loss, cost, and expense, of any kind arising out of my participation in this event. I/We \_\_\_\_\_ have read and agree to the waiver information above and will abide by the rules and regulations for the 2018 Locktoberfest.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail Completed Form and Payment to:

Village of Phoenix  
Attention: Laura Gonzalez or Roxanne Demo  
455 Main Street  
Phoenix, NY 13135

For questions/further info: e-mail phoenixrising13135@gmail.com or call (315) 695-4084.