



**ALLENTOWN
ASSOCIATION**
40+ Years of Community Service

Allen West Festival 2008 Artist Application

June 14th and 15th, 2008
11:00 am - 6:00 pm
Allen Street (Elmwood to Wadsworth)
Wadsworth Street (Allen to Hudson)
Buffalo, New York

The Allen West Festival is produced and presented by the Allentown Association. We are a community association focused on the historic preservation, business development and beautification of our unique Allentown neighborhood.

The mission of the Allen West Festival is to showcase local artisans and craftspeople in an affordable and high profile venue, highlight Allentown businesses, and promote the Allentown neighborhood.

GENERAL FESTIVAL INFORMATION

Vendors will be allotted a booth space that is 12' wide x 10' deep for both days of the festival. No vendor will be granted an area larger than 12'x 10'.

The fee is \$175.00 and includes the City of Buffalo permit fee.

The Allen West Committee will review all applications and select vendors to ensure a wide variety of unique arts, crafts and food offerings with an emphasis on local artisans and craftspeople.

All vendors must have the permission of the Allentown Association to exhibit in the festival area for these days. The City of Buffalo will NOT grant a permit to any person seeking exhibit space without the Association's consent.

The footprint of this year's festival has been altered. We will be located on Allen Street from Elmwood to Wadsworth, and Wadsworth from Allen to Hudson.

The sale of items not approved may be cause for removal from festival area without a refund.

GUIDELINES

The Festival runs from 11 AM to 6 PM on June 14th and 15th. Exhibitors are agreeing to be present on both days for the full hours of the festival.

Booths must be closed for business at 6:00 PM and be removed from the street by 8:00 PM on both nights as the street must be re-opened for traffic. Set up can begin both days starting at 6:00 AM. Vehicles **MUST BE REMOVED** from the street **NO LATER THAN 9:00 AM**.

Parking is severely limited. There are three City owned lots in the Allen West area that are available for public and vendor parking. Please note that the parking lot on Wadsworth is **NO LONGER** a City owned lot.

The street will be closed to traffic from 6 AM to 8 PM on June 14th and 15th.

Please be reminded that regulations require you to:

- display your permit (after receipt from Allentown Association on the day of the event),
- display a Flame Resistant Certification for your tent, and
- have a 10-B:C fire extinguisher.

All exhibitors who sell at shows in New York State are required to collect New York State sales tax. A "Certificate of Authority" may be obtained by calling the NYS Dept of Taxation and Finance at 1-800-225-5829.

Please be sure all materials are removed and trash put in receptacles.

IMPORTANT DATES

All applications and fees must be sent to the Allentown Association postmarked **NO LATER THAN April 4, 2008** in order to be considered for this year's festival.

Notification and terms of acceptance will be sent by **April 30, 2008**. If you are not chosen for this year's festival your fees will be returned.

Fees will not be returned after **May 15, 2008** if you withdraw from the festival.

QUESTIONS?

If you have any questions or need additional information, please contact Gretchan Grobe, Allen West

Coordinator, by leaving a message at the Allentown Association at 881-1024 or allentown@bfn.org.



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APPLICATION

Please complete this application and send to the Allentown Association at 14 Allen Street, Buffalo, NY 14202. The application must be postmarked by **April 2, 2008 and include the \$175 fee**. Fees will be returned if not selected.

Include:

- Application
- Check or money order for \$175
- Photograph of your booth or your main body of work
- SASE if you wish for your visuals to be returned

Allentown Association Use:

Date R'cvd: _____

Check # _____

Booth # _____

Name: _____

Address: _____
Street City State Zip

Phone: (____) _____ E-Mail: _____

Tax ID # _____

Do you want the same booth location as last year? _____

Detailed Description of Arts or Crafts:
