

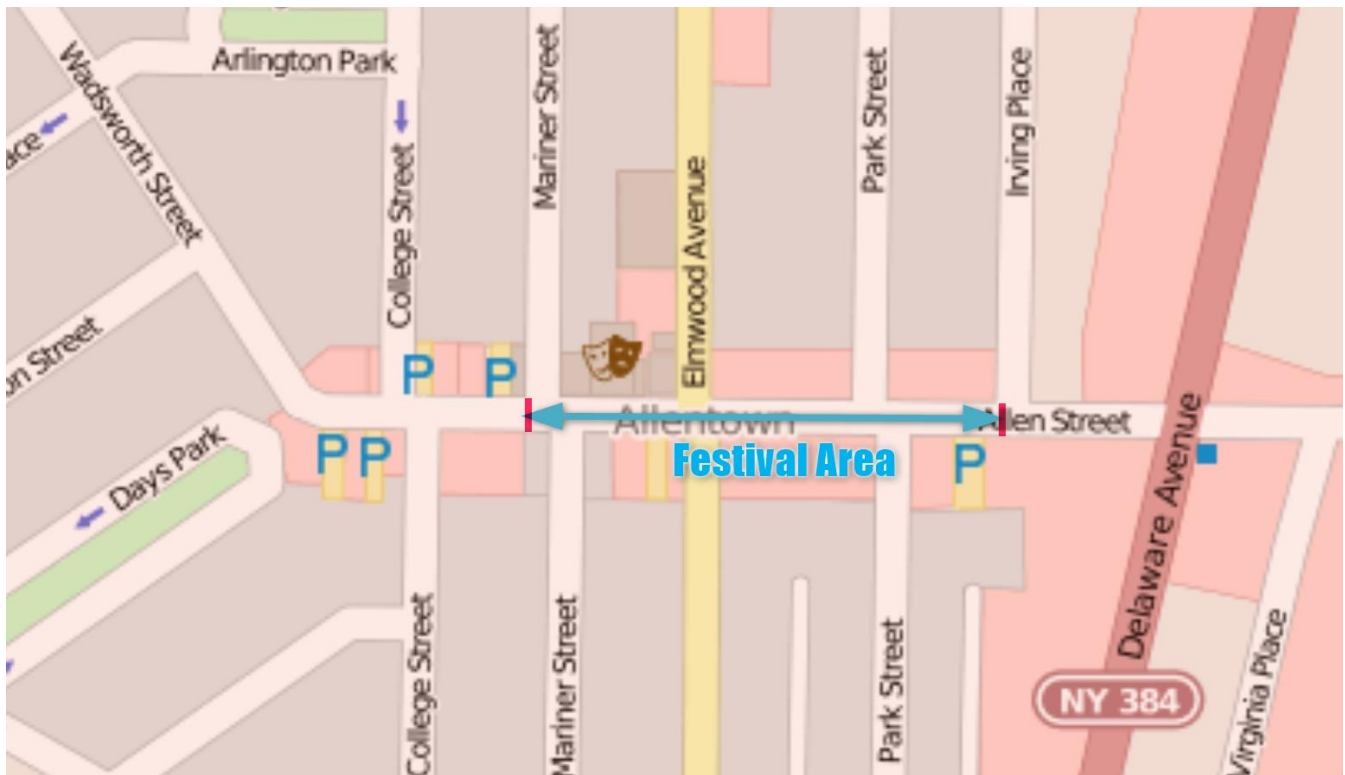
February 3, 2023

Dear Friends of Allen West Festival,

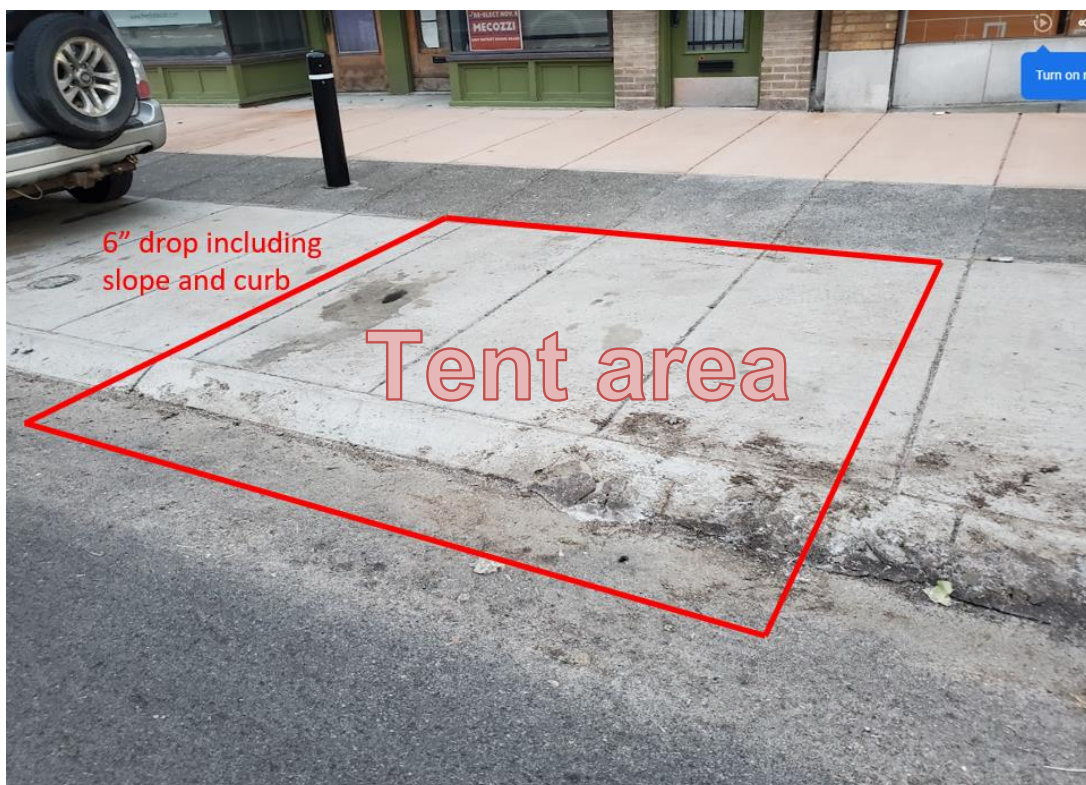
The Allentown Association is pleased to invite you to apply to the 2023 Allen West Art Festival. This year's festival will be held June 10-11. After a two year pause due to COVID restrictions, our 2022 festival was a great success, with more than 120 vendors, and most importantly, tens of thousands of happy attendees. This year we will build on that success.

For the 2023 season, there are some important changes that we need to highlight. Please read this entire section and make considerations in your application and planning process.

- 1) A large portion of our typical festival area on Allen Street will be under construction during the festival. To determine a suitable substitute for the loss of this area for hosting vendors, we held meetings with the City of Buffalo Special Events department as well as the construction contractors. They have determined that it would be feasible to move part of our festival east of Elmwood Avenue. The entire festival will still be on Allen, but we will be closer to the Allentown Art Festival on blocks that usually have been an empty of vendors and closed to traffic. See the map below.



- 2) Another important change to highlight is the new street design. The new streetscape includes 8-foot-wide raised parking areas. This means the front legs of 10-foot tents will overhang the parking area by about 2 feet into the street. In order to accommodate the height difference we offer these suggestions: vendors bring a support to raise the front legs of the tents, so the tents do not slant downward. A couple of 2-inch-thick pavers to use as blocking for each leg appears to work well. Many tents also have height adjustments for their legs, making it possible to have the front legs set at a greater height than the back legs. Weighing down all tent legs is highly recommended, so they do not shift and slip from the blocking or designated area. See images below. Please also anticipate the new design with equipment and furniture inside the tent. If possible, we suggest you visit the street ahead of time, and so that you can anticipate any blocking or shims needed to make your setup work. **The Allen West Festival will not be able to provide blocking or shims.**





Please do not hesitate to reach out with questions or concerns. To be considered for the festival, please return the application below with the required materials by March 15.

Best regards,

The Allen West Festival Committee
allenwest@allentown.org



Allen West Festival 2023 Artist Application

June 10th and 11th, 2023
Saturday 10:00 AM - 6:00 PM
Sunday 10:00 AM - 5:00 PM
Allentown Neighborhood
Buffalo, New York

The 23rd Annual Allen West Festival is produced and presented by the Allentown Association. We are a not for profit 501(c)(3) community association focused on 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 one booth space that is 10' wide x 10' deep for both days of the festival. No vendor will be granted an area larger than 10'x 10' (unless additional spaces are requested, paid for and available).

All booth spaces are \$300. This includes a \$35 City Permit fee, and a nonrefundable \$30 application fee.

No fees will be returned because of inclement weather or other unforeseen events.

The Allen West Committee will review applications and select vendors to ensure a wide variety of arts, crafts, and food

offerings with an emphasis on local artisans and craftspeople.

Acceptance is not guaranteed. 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 festival will be located on Allen Street between College Street to the west of Elmwood, and Irving Place to the east of Elmwood.

The sale of unapproved items may be cause for removal from festival area without a refund.

GUIDELINES

The festival runs from 10 AM to 6 PM on June 10th and 10 AM to 5 PM on June 11th. Exhibitors must agree to be present on both days for the full hours of the festival.

Set up can begin at 6 AM and **must be started by 8 AM**. Vehicles must be removed from the street by 9 AM. **If you arrive late you may not be granted access to your space.**

Booths must be closed for business at designated times and be removed from the street by 7 PM on both nights as the street must be reopened for traffic.

Parking is severely limited. The City owned lots on Allen St. may not be available for public and vendor parking. Parking is enforced by the City and **we are not responsible for parking tickets.**

The street will be closed to traffic from 6 AM to 9 PM on festival days.

Please be reminded that regulations require you to:

- display your vendor permit (after receipt from Allentown Association on the day of the event)
- display the Flame Resistant Certification typically sewn into the corner of 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 1-518-485-2889.

Please be sure all materials are removed, and trash is placed in receptacles.

IMPORTANT DATES

All applications and fees must be sent to the Allentown Association and be postmarked **NO LATER THAN March 15, 2023** in order to be considered for this year's festival.

* Applications postmarked **after March 15 may** be considered, however **all** booth spaces after this date will be subject to a \$60 late fee.

Notification and terms of acceptance will be sent by the end of April. If you are not chosen for this year's festival your fees will be returned less the \$30 application fee.

No refunds will be issued for: cancellations after May 1, no-shows to the festival, unable to attend, unable to set-up if late .

QUESTIONS?

If you have any questions or need additional information, please contact the Allentown Association, 716-881-1024 or allenwest@allentown.org.

Allentown Association

61 College St • Buffalo NY 14201 • 716-881-1024 • allenwest@allentown.org • www.allentown.org

2023 ALLEN WEST FESTIVAL ARTIST APPLICATION

Please complete this application and send to the Allentown Association 61 College Street, Buffalo, NY 14201. The application must be postmarked by **March 15th and include the \$300 fee by check or money order (multiple checks are not necessary)**. Neither receipt of an application, nor cashing of your check, shall constitute acceptance into festival. Vendors will be notified of acceptance at the end of April or early May. Fees will be returned if not selected, less the \$30 non-refundable application fee.

The following items must be included at time of submission:

- Completed application
- Check or money order (one check – separate checks are not necessary)
- Photo(s) of your booth and/or your main body of work. (No DVD's or websites. Photos will not be returned.)

Incomplete applications will not be considered. Please print clearly or type

Business Name: _____

Contact Person: _____

Mailing Address:

Street, City, State Zip

Tax ID # _____ E-Mail: _____

Primary Phone: (____) _____ Secondary Phone: (____) _____

Description of Arts or Crafts to be sold:

Allentown Association Use:

Date R'cvd: _____ Check # _____ Amount \$ _____ Booth # _____