



**ALLENTOWN
ASSOCIATION**
50+ Years Of Community Service

Allen West Festival Artist Application 2019

June 8th and 9th, 2019
Saturday 10:00 am - 7:00 pm
Sunday 10:00 am - 6:00 pm
Allen Street (Elmwood to Wadsworth)
Wadsworth Street (Allen to Hudson)
Buffalo, New York

The 21st Annual Allen West Festival is produced and presented by the Allentown Association. We are a 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'.

All booth spaces are \$250.00*
*** This includes a non refundable \$25 application fee.**

The Allen West Committee will review applications and select vendors to ensure a wide variety of arts, crafts & 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 from Elmwood to Wadsworth, and Wadsworth from Allen to Hudson.

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

GUIDELINES

The Festival runs from 10am-7pm on June 8th and 10am-6pm on June 9th. Exhibitors are agreeing to be present on both days for the full hours of the festival.

Set up can begin at 5:00 AM and **must be started by 8am**. Vehicles must be removed from the street by 9AM. If you arrive at 9am you will not be granted access nor will you get a refund

Booths must be closed for business at 7:00 PM and be removed from the street by 8:00 PM on both nights as the street must be re-opened for traffic.

Parking is severely limited. The 3 City owned lots on Allen St. are 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 June 8th and 9th.

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
- 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 put in receptacles.

IMPORTANT DATES

All applications and fees must be sent to the Allentown Association and be postmarked **NO LATER THAN March 15, 2019** in order to be considered for this year's festival.

* Applications postmarked **after 3/15 may** be considered, however **all** booth spaces will be **\$275**.

* Additionally, late applicants should not anticipate placement in previous

year's booth space, they will have already be assigned to other applicants.

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.

Fees will not be returned after **May 3, 2019** if you withdraw from the festival.

QUESTIONS?

If you have any questions or need additional information, please contact Gretchan Grobe, Allen West Coordinator, or Andrew Eisenhardt, Executive Director, at the Allentown Association 716-881-1024 or allenwest@allentown.org.



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ARTIST APPLICATION 2019

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 \$250.00 fee**. Submission of an application, nor cashing of your check, shall constitute acceptance into festival. Acceptance letters will be mailed at the end of April. Fees will be returned if not selected, less the \$25 non refundable application fee.

The following items must be included at time of submission:

- Application
- Check or money order
- Photograph(s) of your booth or your main body of work (no DVD's or websites)
- SASE if you wish for your photos to be returned

Incomplete applications will not be considered

Allentown Association Use:

Date R'cvd: _____

Check # _____

Amount \$ _____

Booth # _____

Please print clearly or type

Business Name: _____ Contact : _____

Address: _____
Street City State Zip

Phone: (____) _____ E-Mail: _____

Tax ID # _____

Do you want the same booth location as last year? _____
(if applicable / placement preference not guaranteed)

Detailed Description of Arts or Crafts to be sold:
