



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

## **20<sup>th</sup> Anniversary Allen West Festival Artist Application 2018**

June 9th and 10th, 2018  
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

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The 20<sup>th</sup> Annual 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.

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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.

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### ***GENERAL FESTIVAL INFORMATION***

Vendors will be allotted a 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 items not approved may be cause for removal from festival area without a refund.**

## **GUIDELINES**

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

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. Set up can begin both days starting at 5:00 AM. Vehicles **MUST BE REMOVED** from the street **NO LATER THAN 8:00 AM. Setup must be started by 8AM**

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 9<sup>th</sup> and 10<sup>th</sup>.

Please be reminded that regulations require you to:

- display your 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.

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## **IMPORTANT DATES**

All applications and fees must be sent to the Allentown Association and be postmarked **NO LATER THAN March 31, 2018** in order to be considered for this year's festival.

\* Applications postmarked **after 3/31 may** be considered, however **all** booth spaces will be \$**275**.

\* Additionally, late applicants should not anticipate placement in previous

years booth space, they will have already be assigned to other applicants.

Notification and terms of acceptance will be sent on **April 28, 2018**. If you are not chosen for this year's festival your fees will be returned.

Fees will not be returned after **May 5, 2018** if you withdraw from the festival.

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## **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 allntown@localnet.com

