



Greene County Council on the Arts
398 Main Street, P.O. Box 463
Catskill, NY 12414
518.943.3400
Fax: 518.943.5502
gcca@greenearts.org
www.greenearts.org

Riverside Arts & Crafts Market At the Historic Catskill Point Saturdays June 20 – Oct 31, 2009

Overview

The purpose of the Riverside Arts and Crafts Market is to provide a weekly Saturday retail sales outlet for outstanding artists, crafters and artisans from Greene County and the region. Last summer, during its fourth year of operation, 35 artists and crafters took advantage of this unique opportunity. Over 10,000 visitors enjoyed the market and its riverside ambiance. Musical entertainment and special events were also scheduled every week.

The arts and crafts market and a farmers market share space in the Riverside Market, a former warehouse at Historic Catskill Point. The farmers market is a program of Cornell Cooperative Extension of Greene County. The Arts & Crafts market is a project of the Greene County Council on the Arts. Both programs are run in partnership with the County of Greene.

The Market will be open from 9:30 a.m. to 1:30 p.m. every Saturday from June 20 through Oct. 31, 2009. As a major visitor center in Catskill, the Riverside Market at the historic Catskill Point attracts many people who have the opportunity to see the quality of work done in the region by resident artists and learn more about fine art and fine crafts through personal interaction with the artists. The market provides economic opportunities to participating artists, who in turn contribute to the quality of life and growing economy in Greene County.

Regulations

Criteria for What May Be Sold

Crafts and works of art will be reviewed based on the following standards:

- Each item for sale must be the work of the applicant.
- Items must be of original, unique work or design.
- The starting material must be significantly altered or enhanced by the artist.
- Items must be handmade by the artist.
- The product must meet basic expectations of product life, function and safety.

The following categories of items may be sold

Ceramics/Pottery
Leather Crafts
Paintings (all media)
Textiles – Clothing
Textiles -Other
Wood Crafts
Drawing/Graphics
Metal Crafts

Photography
Floral
Jewelry
Mixed Media
Glass
Toys and Dolls
Decorative Painting
Furniture (Wood/Other)
And Others

Exclusions:

- No commercial enterprises may apply.
- No business that is a result of a franchise agreement is permitted.
- The following items are not permitted: logo items such as NFL, Disney, etc., items made from commercial kits, plastic flowers or ceramic items made from commercial molds.

Selection Process:

Acceptance will be based on the quality of work as represented by the submitted materials. Submissions must satisfy guidelines listed in **Criteria for What May Be Sold** above. The GCCA will make every effort to maintain balance among various types of work available for sale.

NYS Sales Tax Certificate:

Each exhibitor is required to have a New York State Tax ID number and is responsible for collecting New York State and local sales tax (8%). If you do not have a Certificate of Authority, call the New York State Dept of Taxation and Finance at 1-518-457-1250 or 1-800-225-5829 for registration form DTF-17 or go to www.tax.state.ny.us or www.nys-permits.org.

Insurance:

Each exhibitor must furnish GCCA with a Certificate of Insurance with a liability limit of no less than \$1,000,000 and shall name the Greene County Council on the Arts, its directors and officers, the County of Greene, and Cornell Cooperative Extension of Greene County as additional insured, and naming The Historic Catskill Point as the location of the Market. If you do not carry liability insurance, the attached waiver must be signed and enclosed with this application.

Booth Space and Weekly Fee:

The new booth rates for 2009 are as follows:

- \$10 per Saturday for GCCA members who book for 10 or more weeks, prepaid.
- \$15 per Saturday for GCCA members who are occasional vendors (under 10 weeks)
- \$15 per Saturday for non-members who book for 10 or more weeks, prepaid
- \$20 per Saturday for non-members who are occasional vendors.

*Please note. Saturdays do not have to be consecutive.

No booths larger than 10x10 feet can be accommodated. New applicants will be notified of space availability and admission to the market on or before June 5, 2009 or upon receipt of application and review of materials.

Application Process

Please follow these procedures:

- Complete, sign and return of the application form.
- For new applicants: Submit four (4) 3mm slides of your work or four (4) color photographs. Good quality computer prints are acceptable. The slides/photos should include close-ups of items you wish to sell as well as a photograph of your booth, if possible. Indicate top on your slides and place them in protective plastic for mailing. Include a self-addressed stamped envelope for return.
- Enclose full payment for the number of Saturdays reserved
- Indicate the category of materials to be exhibited and sold
- Select desired dates
- Sign Agreement regarding rules and regulations applying to exhibiting at the Market

Please Note:

Applications will be reviewed and booth space assigned as soon as applications are approved. Booth space is limited. Early application helps guarantee booth space. Booth availability and location may vary somewhat from week to week. Applications will be accepted throughout the season as space remains available. There is no application deadline. Occasional vendors are welcome. New applicants will be notified of admission to the market on or before May 30 or upon receipt of application and review of items to be sold.

Booth Fee:

The total weekly contract fee will be due upon submission of this application. Upon review of materials, if your work is not accepted, GCCA will refund any unused portion.

Electrical Access:

There is limited electrical access. If you require electricity please specify. You will be responsible for supplying all materials needed to connect to the electrical outlet.

Driving Instructions to Catskill and Catskill Point. The Town of Catskill can be reached from **Exit 21 of the NY State Thruway**. Turn left, follow Route 23B approx. 2 miles onto Main Street, Catskill. Continue on Main St. to the very end. **Coming from West** on Route 23, get off at Jefferson Heights Exit. Turn right onto 23B and follow Route 23B approx. 2 miles onto Main Street, Catskill. Continue on Main St. to the very end. **From the West on 23A**, continue straight until you see the sign for a right turn onto Route 385 (second stoplight). Bear right down the hill (W. Bridge St.) to the intersection with Main St. (second stoplight). Turn right on to Main Street and continue on Main St. to the very end. **From the East** (Route 23) cross the Rip Van Winkle Bridge, turn left at the light, and follow Spring Street (Route 385) to the end. Turn right onto Bridge St.; at the stop light at bottom of hill turn left onto Main St. and continue on Main St. to the very end. Dutchmen's Landing is on the left. The Catskill Point Park is on the right at the very end of Main Street, Catskill NY. Artists may drive their vehicles on to the park plaza to the Warehouse Building to load and unload. After unloading, artists must remove their cars and park at Dutchman's Landing.

Riverside Arts & Crafts Market
APPLICATION & CONTRACT

Please complete, sign, and return this application with slides/photographs and SASE to:
GCCA, Arts & Crafts Market, 398 Main Street, P.O. Box 463, Catskill, NY 12414

Name _____
(print)

Business _____

Street Address _____

City/State _____ Zip _____

Phone: _____ e-mail _____

Fax: _____ Website: _____

New York State Tax I.D. # _____

I have enclosed a Certificate of Insurance or Waiver: _____ (check)

New Applicants: Include four images of your work. Good quality computer prints and color photographs are acceptable. The images should include close-ups of items you wish to sell as well as a photograph of your booth, if possible. Indicate top on your photos and place them in protective plastic for mailing. Include an SASE (self addressed stamped envelope) for return.

Returning vendors: Submit new images only if your work has significantly changed.

Please Check category of product to be exhibited and sold

- Ceramics/Pottery
- Jewelry
- Mixed Media
- Glass
- Toys and Dolls
- Decorative Painting
- Furniture (Wood/Other)
- Leather Crafts
- Painting (all media)

- Textiles – Clothing
 - Textiles -Other
 - Wood Crafts
 - Drawing/Graphics
 - Metal Crafts
 - Photography
 - Floral (Dried)
 - Other (Describe)
- _____
- _____

Criteria for Items to Be Sold:

- Each item for sale must be the original work of the applicant.
- Items must be of unique work or design.
- The starting material must be significantly altered or enhanced by the artist.
- The product must meet basic expectations of product life, function and safety.

Booths: One space is 10x10 feet. If possible, I would like the booth space (check one)
 _____ along a wall _____ an inner space _____ location doesn't matter
 I _____ do _____ do not need electric (only available along a wall)

Please circle preferred Saturdays and compute fee from rates below:

- SEASONAL VENDOR
 - **GCCA Member** exhibiting at least 10 Saturdays at **\$10 per date**
 - **Non member** exhibiting at least 10 Saturdays at **\$15 per date**
- OCCASIONAL VENDOR
 - **GCCA Member** exhibiting less than 10 Saturdays at **\$15 per date**
 - **Non member** exhibiting less than 10 Saturdays at **\$20 per date**

Seasonal Vendor:
 I will commit to exhibiting at least 10 Saturdays (*circled* below)
 and am enclosing \$ _____ x _____ Saturdays = \$ _____

Occasional Vendor:
 I will commit to exhibiting less than 10 Saturdays (*circled* below)
 and am enclosing \$ _____ x _____ Saturdays = \$ _____

June: 20 27

July: 4 11 18 25

August: 1 8 15 22 29

September: 5 12 19 26

October: 3 10 17 24 31

Booth Fee:

The total weekly contract fee is due upon submission of this application. Upon review of materials, if your work is not accepted, GCCA will refund any unused portion.

Set-up:

Booth set up begins at 8 a.m. You will check in with Mick Bessire or Dick Brooks and be directed to your space (indicated on a chart posted inside the Riverside Market).
 By 9:30 a.m., **all vehicles must be removed from the Point grounds to the designated vendor's parking area.**

It is mutually agreed and understood that:

1. Market hours are 9:30 a.m. – 1:30 p.m. *. Market gates will open at 8 a.m. Artists are expected to have booths set up and ready for operation by 9:30 a.m. Any latecomers may be denied admission. * (*unless otherwise noted for special events*)
2. Artists are required to bring all items required in their booths, including tables and chairs. No booth items are supplied by the market management or the GCCA.
3. Once set up, artists are expected to remain until the market closes at 1:30 p.m.
4. All artists are required to have liability insurance or to have provided GCCA with a waiver. The GCCA will carry additional insurance.
5. Each artist is required to have a NYS Sales Tax Certificate and Sales Tax number. Sales tax collection, reporting and payment are the responsibility of the artist.
6. All items for sale must have been made by the artist.
7. Artists are required to post an attractive sign on their booths that clearly indicates their name or business name. Prices for all items will be clearly marked.
8. Only items proposed to be sold by artists in their applications may be sold unless the sale of other/additional items is approved in advance by the GCCA.
9. Artists will notify the GCCA in advance if they are unable to be at the Market as agreed. Rental fees are non-refundable unless an application is denied.
10. Artists will clean sweep their booth area after their booths are taken down at the end of the Market day and take all refuse with them when they leave.
11. Artists will be honest and courteous at all times. Disagreements with others must be handled in a respectful manner. No discrimination is permitted.
12. No soliciting by political, religious or other special cause groups or individuals is permitted.
13. Artists who do not follow the agreements may be removed from the Market.

I have read the Regulations and agree to abide by them.

Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Received Date: _____ Booth Fee Amt Received: _____

Photos/Slides Received: _____ SASE? _____

Sales Tax Certificate # Received: _____

Certificate of Insurance or waiver Received: _____

Approved? _____ (note conditions of approval, if applicable)

INSURANCE WAIVER

In consideration of One dollar (\$1) or other good and valuable consideration received in hand by the Greene County Council on the Arts, the undersigned vendor hereby agrees to hold harmless, indemnify and otherwise defend the Greene County Council on the Arts, Cornell Cooperative Extension of Greene County and the County of Greene, New York for any injury, action or other liability resulting from the action of the vendor, its agents, employees and servants during all times relevant to the event known as “The Riverside Market”, including but not limited to set up and removal of the said vendors display or associated equipment.

The said vendor agrees that this agreement is intended to persuade the Greene County Council on the Arts to permit the vendor to participate in “The Riverside Market” on the days selected in Application & Contract.

Vendor Signature

Date

FOR CHARGE CARD TRANSACTIONS

If you wish to charge your booth rental fee to Visa, Mastercard or American Express, please provide us with the following information. Your credit card bill will reflect payment to the Greene County Council on the Arts.

Type of Credit Card (circle one) MC Visa Amex

Amount of Transaction: \$ _____

Credit Card # _____

Expiration Date _____

Name on the Card _____

Cardholder's Billing Address:

Street _____

City, State and Zip _____

Phone # _____ Email _____

If paying by check, please make payable to: GCCA

Please mail completed form to:

**GCCA Arts & Crafts Market
PO Box 463
Catskill, NY 12414**

518-943-3400

Thank you