



**The 19<sup>th</sup> Ward Community Association  
Annual Square Fair Vendor Application  
Square Fair - June 6, 2020 - Aberdeen Square  
Deadline for Application May 1, 2020**

Name of Legal Business/Organization \_\_\_\_\_

Name of Contact(s) \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

Cell # \_\_\_\_\_ Work # \_\_\_\_\_

Email \_\_\_\_\_

Description of your company/organization:

\_\_\_\_\_

Description of what you will be selling/offering \_\_\_\_\_

\_\_\_\_\_

Additional Information \_\_\_\_\_

**Send completed application and your vendor fee in full no later than May 1, 2020  
Make checks payable to 19<sup>th</sup> Ward Community Association  
Mail to 216 Thurston Road, Rochester, NY 14619  
If you have any questions please contact the 19<sup>th</sup> Ward Community Association  
585-328-6751 or email [19thward@19wca.org](mailto:19thward@19wca.org)  
Vendor Chair Fran Villegas [squarefair@19wca.org](mailto:squarefair@19wca.org)**

The Square Fair organizers reserve the right to cancel or postpone activities for severe weather conditions that pose a threat to our safety.

I have read and agree to the General Terms and Conditions, attached hereto.  Yes  No

THIS INDEMNITY AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by a participant in 19th Ward Square Fair Festival.

WHEREAS, in consideration of the permission granted by the 19th Wards Community Association and Square Far Festival to participate in such event at the property located at Aberdeen Square , the undersigned agrees to indemnify and hold harmless the 19th ward Association and Square Fair Festival from any and all liability, loss, damage, cost, or expense, which the participant may incur because of such actions.

NOW THEREFORE, the undersigned hereby agrees to indemnify and save harmless the said 19th Ward Community Association, Square Fair Festival. from any and all liability, loss, damages, cost or expense which the participant may hereafter incur, suffer, or be required to pay by reason of said participation in the subject activity held on the property specified for the purposes specified.

The undersigned agrees to pay, to the complete exoneration of the 19th Ward Community Association, Square Fair Festival. Any claim made against the 19th Ward Community Association and , Square Fair Festival. For injury or damages to persons or property caused by said participation, and further indemnify and hold harmless the said parties from any costs incurred with respect to defense of any such claim.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



- **NOT FOR PROFIT- charities with designated IRS nonprofit status ( certificate upon request )**
- **ARTS & CRAFTS VENDORS : Hand-Made , create, assemble or manufactured at least 70% of the finished product**
- **FOOD VENDORS – Who make fresh or sell food onsite, please list items being sold ON APPLICATION**

(information and details)

Please check off the box that best describes your business	ITEM	COST EACH – SEE DISCOUNT INFORMATION	Tables	QTY	Chairs	QTY	Totals
<input type="radio"/> <b>Artisan (handcrafted)</b>	SPACE – 1 <sup>st</sup> 10x10	@ \$30 *	@ \$13 ea		@ \$ 3.50 ea		
	SPACE –additional	@ \$25 ea					
<input type="radio"/> <b>Non-Profit</b>	SPACE – 1 <sup>st</sup> 10x10	@ \$35 *	@ \$13 ea		@ \$ 3.50 ea		
	SPACE -additional	@ \$30 ea					
<input type="radio"/> <b>For-Profit</b>	SPACE – 1 <sup>st</sup> 10x10	@ \$60 *	@ \$13 ea		@ \$ 3.50 ea		
	SPACE – additional	@ \$55 ea					
<input type="radio"/> <b>Prepared Food **</b>	SPACE – 1 <sup>st</sup> 10x10	@ \$85 *	@ \$13 ea		@ \$ 3.50 ea		
	SPACE – additional	@ \$50 ea					

- a. **\$10.00 discount for 19th Ward businesses until March 15, 2020 you must have a business on our neighborhood list**
- b. **Food Vendors may not offer food that competes with the Association’s Food Booth. The selling of pancakes, hot dogs, sausage, or lemonade is prohibited.**
- c. **In an attempt to provide exclusivity of product, the Square Fair Committee reserves the right to deny an application that directly competes with that of another vendor or with activities already provided by the 19 th Ward Community**

OFFICE USE – DATE RECEIVED \_\_\_\_\_ NAME \_\_\_\_\_ Application Complete Yes \_\_\_\_ NO \_\_\_\_ if no give reasons why )

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Pancake Breakfast 8:30 AM

Vending 10:00 AM – 4:30 PM

- **Set up time is between 7:00 AM and 9:30 AM. We expect you to be ready to sell by 10:00 AM**
- Spaces are not covered until the application form is **completed with indemnity agreement** signed and returned with full payment
- Vendor Spaces are 10' x 10'
- Registration fee is non-refundable after deadline of April 26/ there is a charge for all returned checks.
- Discount available for 19<sup>th</sup> Ward business before March 15, 2020 (see application)
- The 19<sup>WCA</sup> does **not** provide tents.
- Tables and chairs available for rent (see application )
- No electrical source is available
- Spaces will be assigned in advance of the Fair on a first come first served basis
- Please display all prices and signage for anything you are selling.
- Approximate locations will be mailed to you after May 20.
- Check in at Square Fair information booth that morning for your location if you don't receive prior to event.
- Once you have unloaded your goods from your vehicle, **please move it outside of the barricaded area ( this will be in enforced )**
- **Tear down begins at 4:00 PM its important you try to stay majority of the day**
- Please be sure your area is cleaned up before you leave return rented chairs to Square Fair Booth.
- Information meeting on May 27, 2020 Arnett Library

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**Make checks payable to 19<sup>th</sup> Ward Community Association**

**Mail to 216 Thurston Road, Rochester, NY 14619**

**If you have any questions please contact the 19<sup>th</sup> Ward Community Association**

**585-328-6751 or email [19thward@19wca.org](mailto:19thward@19wca.org) Office Manger Ruth Jenerson**

**Vendor Chair Fran Villegas [squarefair@19wca.org](mailto:squarefair@19wca.org)**

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Dear Friend,

Over the last five decades, the Nineteenth Ward Community Association (19WCA) has represented a community of diverse residents, businesses and organizations who work together in a positive manner. We are a volunteer-run, not for-profit organization and it has been our mission "to create a conscious, multi-racial community where individual and cultural differences are celebrated and where people share a sense of community." The 19th Ward Association fosters and encourages mutual cooperation in a multi-cultural community.

Please accept this invitation to partner with our mission by considering our vendor space options for our 2020 Square Fair, which will take place at Aberdeen Square on June 6, 2020. Being a non-profit neighborhood association we rely heavily on membership and fund-raising efforts to support our budget which allows us to continue to serve the southwest community.

Square Fair is a 19th Ward tradition for families looking to have a great time on a sunny day. It also serves as our largest annual fundraiser. The 19th Ward Community Association hosts local vendors, crafters and non-profit agencies and provides the opportunity to sell products and promote their programs and services. We also provide entertainment, a variety of food and fun activities for people of all ages.

In addition to entertainment and festivities on the square, the association hosts a parade, which begins at the 19th WCA office, 216 Thurston Rd leads through the heart of the neighborhood ending at Aberdeen Square. The parade draws support from businesses, neighborhood schools, sports teams and more!! With your help this tradition can continue to grow and strengthen our community as a whole! Enclosed in this packet are Vendor and Sponsorship choices, vendor registration form and a parade registration form.

Please return all registration forms enclosed with a check or money order made payable to The 19th Ward Community Association, 216 Thurston Road, Rochester, NY 14619. Once your registration is received we will contact you directly with confirmation and details. If you have questions, please contact the: Vendor Committee Chair Fran Villegas. We look forward to partnering with you on this event and maintaining a working relationship with you in the future.

Sincerely,  
Fran Villegas  
Square Fair Festival Vendor Chair

Cc: