

ADDITIONAL EXHIBITOR INFORMATION

From the Allentown Village Society, Inc.

Artists are responsible for collecting and reporting New York State Sales Tax. If you need a Certificate of Authority (COA) phone 1-518-485-2889 and ask for the sales tax department. New York State Sales Tax authorities will be checking for compliance, but will NOT be collecting sales taxes. Anyone who tries to collect taxes from you should be refused and referred to show officials.

Notice of Selection is a commitment to be present and exhibit. Please let us know if you must cancel. Fees cannot be refunded except as outlined in the “Jurying” section of the application brochure.

Exhibitors will be sent an exhibitors ribbon as well as an “Exhibitors Permit” and “Parking Permit.” The “Exhibitors Permit” is proof that you are permitted to be in the show and also what media you may exhibit.

Your “Exhibitors Permit” MUST be attached to your display in full view from the street. It WILL be checked during the show.

Assigned space numbers are on “Exhibitors Permits”. Space numbers and boundaries are painted on the curbs. The spaces along Delaware Avenue have been renumbered so that each space is 13 feet wide.

Display rules:

1. Exhibitors should set up in the street within their assigned space from the curb out.
2. The street will close to general traffic at 8:00 am.
3. Artists displays should be in place by 10:30 am.
4. Displays left up overnight are at your own risk.
5. If you decide to leave your display up, please move it as far back as possible.
6. The street will open at 6:00 pm for exhibitors only.
7. The street will open for all traffic at 8:00 pm.
8. The festival officially runs from 11 :00 am to 6:00 pm both days.

The Art Festival office is located at 435 Delaware Avenue. Our phone number is 716-881-4269. The fax number is the same so you must call to make sure someone is in the office before sending a fax.

Mail should be sent to: Allentown Village Society Inc., P.O. Box 1566, Buffalo NY 14205-1566.

There will be no “rain date” and fees will not be refunded in the case of inclement weather. The Awards Competition will still be held as scheduled on Saturday.

The AVS has made arrangements for parking in various lots in the area. Please respect the owners/managers of these lots. Do not park in reserved spaces. Do not block other cars or driveways. Please keep lots clean. Please place “Parking Permit” on dashboard on INSIDE of windshield.

If you provided a return envelope with proper postage your slides will be returned about 2 weeks after the show. If possible, take a photograph of your display when it is set up so you will have a display slide/image for next year’s show.

All graphic reproductions of original work must be properly registered, signed and numbered. The originals must be on display and properly noted. Reproductions MUST be displayed apart from originals and clearly identified as such with a sign and MUST constitute less than one third of the total display. Browse boxes must be similarly limited.

The registered exhibitor MUST be present with his or her display both days and may exhibit works ONLY in those media selected by the jury and listed on the "Exhibitors Permit". Works displayed must be comparable to those shown in your slides.

**Exhibitors must be present with their exhibits and display both days.
No representatives will be permitted. Photo ID will be required.**

Exhibitors are responsible for keeping their areas tidy. Please bring a plastic trash bag each day to aid in cleanup. There are barrels all over the show area to dispose of trash.

Displays may be set up at your convenience each day but not prior to 6:00 pm Friday evening. They should be set up no later than 10:30 am. Vehicle "Parking Permits" should be placed on the inside of your windshield. Please contact one of the show officials if you have a problem with illegally parked vehicles in your assigned spot.

If you choose to leave your display up over night it is at your own risk. The streets are open to traffic at 8:00 pm. Delaware Avenue is a main thoroughfare into and out of the downtown area. The AVS reserves the right to determine violations of any show rules as stated in the application and elsewhere. Violation of the rules is basis for expulsion and forfeiture of all prizes and fees. We take our rules seriously and enforce them. If you have any questions please contact us for advice prior to the show. Our rules are intended to assist us in putting on a quality show for everyone's benefit.

**Sales of T-shirts or sweatshirts by individual artists is prohibited.
Only the design approved by the AVS will be sold by the authorized vendor.**

The phrase "Allentown Outdoor Art Festival" or similar may not be used without the express written permission of the AVS, Inc.

Artists may submit only 1 piece of work in their selected media for judging. No work will be accepted without a properly completed judging tag. Artists must bring their work to the rear of the American Legion Troop I Post on Virginia Place on Saturday morning between 8:00 am and 11 :00 am to drop it off and return between 4:00 and 5:00 pm to pick it up. The Awards Competition will be held on Saturday afternoon and the Awards Ceremony will be held on Saturday evening at 7:00 pm in the same location. Light refreshments will be served prior to the Awards Presentation.

Tips for Exhibitors

We offer the following suggestions and tips to help ensure your success and safety.

1. Two people at each booth will assure maximum security; however, there should always be one person present.
2. Keep personal items to a minimum. Do not bring valuables that are unnecessary. Credit cards and cash should be carried on your person.
3. Do not bring more cash than necessary to operate. The safest place for this is on your person. If you use a cash box, put it in the place least accessible to others. Most of the thefts that occur involve the removal of cash from the cash box or the box itself, by stealth, while the exhibitor is distracted.
4. Be aware of what is going on around you, especially at the most crowded times and while setting up or taking down your display. Thieves will work together to distract you, i.e. one will talk to you in front, while another will move to the side or rear of your booth. They are also apt to be looking for an opportunity to help themselves while you are busy putting things away at the end of a busy day.
5. Display your goods in a way that will make a missing item apparent very quickly. Even larger items should be attached to the display as securely as possible so as to discourage easy removal. Smaller items are better displayed in cases that can be locked.
6. In credit card transactions, obtain other identification with picture, if possible. Carefully check for card alterations and check against missing or stolen card listings.
7. In the event you are involved in an incident, obtain the best possible description of sex, age, height, weight, color of hair and clothing worn. If possible, write it down. Promptly report it to the nearest police officer.
8. We have had very few incidents over the years, but please be aware that problems can occur.