

# Artisan Vendor Application

## Summer Saturdays in Downtown Auburn

### June 25 – September 3, 2022 (6 dates)

### Saturdays, 10AM – 2PM

The City of Auburn and the Downtown Auburn BID are pleased to invite you to participate in the outdoor Summer Saturdays in Downtown Auburn. The event will take place outdoors on Genesee Street in downtown Auburn on alternating Saturdays from June 25 through September 3. This event will be held outdoors rain or shine, unless if under severe weather. Streets will not be closed for Summer Saturdays; vendors will be placed along both sides of Genesee Street from State Street to South Street, requesting either a parking space or sidewalk spot, and businesses are encouraged to set up in the sidewalk space in front of their storefronts..

**All vendors will keep 100% of sales** as this is an opportunity to showcase your best products and market your business to the community. **Vendor fees are \$30 for the season or \$10 per each event. Fees will be accepted via a payment of cash or check written out to the Auburn Downtown BID.**

Booth set-up	Saturdays, June 25 – September 3
Event	<b>8:30am – 9:30am</b>
	<b>10am – 2pm</b>
Booth breakdown	<b>2pm</b>

#### **DISPLAY REQUIREMENTS**

**Booth Spaces:** Booth spaces are approximately **10-foot wide by 10-foot deep**, available to vendors. All exhibitors are expected to bring their own display units, materials, tables, chairs, tents, panels, covers, etc. **Vendors are encouraged to bring a 10'x10' pop-up tent with the appropriate tent weights in the case of windy weather.** Vendors are responsible for keeping booth(s) clean and orderly during and after the show, including removal of trash. There will also be spaces for pop-up shop set-up by parking and selling out of car on Lincoln Street. **Electricity and WiFi are NOT available. Please bring a silent generator if you need power or wireless devices.**

# Artisan Vending

## Summer Saturdays in Downtown Auburn

### REGISTRATION FORM

Name: \_\_\_\_\_ Cell: \_\_\_\_\_ Address:

\_\_\_\_\_  
Website: \_\_\_\_\_ Email: \_\_\_\_\_

### ENTRY CATEGORIES

Please check all that apply.

- |                                      |  |                                       |   |
|--------------------------------------|--|---------------------------------------|---|
| <input type="checkbox"/> Paintings   | <input type="checkbox"/> Baskets       | <input type="checkbox"/> Quilts       | <input type="checkbox"/> Clothing items |
| <input type="checkbox"/> Pottery     | <input type="checkbox"/> Watercolor    | <input type="checkbox"/> Metal works  | <input type="checkbox"/> Face coverings |
| <input type="checkbox"/> Artwork     | <input type="checkbox"/> Wooden crafts | <input type="checkbox"/> Jewelry      | <input type="checkbox"/> Hand sanitizer |
| <input type="checkbox"/> Printmaking | <input type="checkbox"/> Candles       | <input type="checkbox"/> Leather      | <input type="checkbox"/> Other          |
| <input type="checkbox"/> Photography | <input type="checkbox"/> Mixed Media   | <input type="checkbox"/> Soaps/Scents | (Specify)                               |
|                                      | <input type="checkbox"/> Glass work    | <input type="checkbox"/> Furniture    |   |

### Saturday 2022 Market Event Dates (6 dates)

Please check all that apply:

#### JUNE

- June 25 – Opening Day

#### JULY

- July 9  
 July 23

#### AUGUST

- August 6  
 August 20

#### SEPTEMBER

- September 3 – Closing Day

### Vendor Location Request:

----- Parking space with pop-up tent

----- Sidewalk space with pop-up tent

Affiliated with downtown storefront:

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(Business Name)



**VENDOR AGREEMENT** (Please read, sign, and date)

As a vendor, I agree to the guidelines of the Downtown Auburn Saturday Market. The undersigned will indemnify the City of Auburn safe from any and all liability arising out of the action taken by the undersigned or any third party in conjunction with the use or occupancy of the space assigned to the vendor, whether such liability be the result of the negligence, active or passively of the undersigned, its officers, agents and employees and from all cost and expense including attorney's fees incurred in litigation or handling of such claims.

Nothing contained in this agreement or in any prior or any subsequent negotiations shall entitle the exhibitor to any specific space and the City of Auburn retains the right to position the exhibit space with regard to the overall exhibit plan, to make any necessary changes therein.

I have read the vendor requirements and I agree to abide by them and understand that rules/requirements may change or new rules added throughout the market season. I agree that the City of Auburn and Downtown Auburn BID will not be held responsible for any theft or loss of property.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CONTACT:**

**Courtney Kasper | Visitor Experience Manager**  
NYS Equal Rights Heritage Center  
25 South Street, Auburn, NY 13021  
315.258.9820 [visitauburnny.com](http://visitauburnny.com)  
[courtney@auburndowntown.org](mailto:courtney@auburndowntown.org)

**HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ does hereby covenant and agree to defend, indemnify, and hold harmless the City of Auburn from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of (check one):

- Casey Park Facility
- Equal Rights Heritage Center
- Hoopes Park Facility
- Market Street Park Facility
- Showmobile
- Other Facility: \_\_\_\_\_
- Special Event (Please specify): Summer Saturdays in Downtown Auburn

Property, facilities, and/or services by the City of Auburn and/or the activities, functions, events, affairs, or proceedings of \_\_\_\_\_ on 06/25/2022–09/03/2022

DATE: \_\_\_\_\_

CITY OF AUBURN

By: \_\_\_\_\_

By: \_\_\_\_\_