



VENDOR INFORMATION & REQUIREMENTS

Cape Vincent French Festival July 10 & 11, 2026

(Please keep this document for your records.)

1. Vendor Fees (per 12' x 12' space)

- **Crafter / Handmade by Applicant**
\$150 *(after May 1: \$175)*
- **Non-Crafter / Commercial Vendor**
\$200 *(after May 1: \$225)*
- **Food / Beverage Vendor**
\$250 *(after May 1: \$275)*
Food must be prepared on site. Items may not include hamburgers, hot dogs, sausages, or chicken BBQ.

Any checks returned for insufficient funds will be charged a **\$20.00 service fee**.
Please make checks payable to **CAPE VINCENT CHAMBER OF COMMERCE**.

2. Application Review & Sales Tax Requirements

Submission of an application does **not** guarantee acceptance into the Festival.

All vendors must submit a copy of their **New York State Certificate of Authority to Collect Sales Tax**. Vendors are responsible for collecting applicable NYS sales tax and must display their certificate at their booth.

Food and Beverage vendors must also possess and display a **New York State Department of Health Food Permit**.

3. Insurance Requirements

A **Certificate of Liability Insurance** must be submitted with your application.

- Minimum coverage: **\$1,000,000**
- The **Cape Vincent Chamber of Commerce** and the **French Festival Committee** must be listed as *Additional Insured*
- Single-event policies are acceptable

4. Photos & Promotional Use

All photos submitted become the property of the French Festival Committee and may be used for advertising and promotion for this year's Festival.

5. Approval & Payment

All applications are reviewed by the Festival Committee. Upon approval, vendors will be notified and provided with a payment link.

Acceptance in previous French Festivals does **not** guarantee approval for the current year.

6. Booth Space & Setup Guidelines

- This is an **outdoor event**, rain or shine
- All vendor spaces are **12' x 12'**
- Awnings or weather covers may not exceed the assigned space
- Vehicles are **not permitted** in vendor spaces unless they are an essential part of your display or equipment (not for storage)

Please plan to properly secure tents and displays. Booths may not be located on grass and may require the use of appropriate weights.

7. Utilities

There are **no electric or water hookups** available. Quiet generators are permitted.

8. Trash & Clean-Up

Vendors are responsible for removing all trash and garbage from their booth area.

9. Festival Hours & Set-Up

Sales Hours:

- Friday: 5:00 p.m. – 9:00 p.m.
- Saturday: 9:00 a.m. – 6:00 p.m.

Set-Up Times:

- Friday: beginning at **12:00 noon**
- Saturday: **7:00 a.m. – 9:00 a.m.**

All vendors **must be open by 9:00 a.m. on Saturday.**

⊘ ABSOLUTELY NO TEARDOWNS before 6:00 p.m. on Saturday.
Early teardown may result in exclusion from future festivals.

10. Security & Liability

Security is **not provided**. Vendors are responsible for their own merchandise and displays. The French Festival Committee assumes no responsibility for loss or damage.

11. Booth Appearance & Conduct

Vendors must supply their own tables, chairs, displays, and coverings. All booths must be:

- Neat and professional
- Free of offensive or illegal materials

Failure to comply with vendor rules may result in removal from the Festival **without refund**.

12. French Theme

Vendors are strongly encouraged to dress and decorate their booths in a **French-themed style**.

13. Vendor Parking

Vendor parking will be available in designated parking lots throughout the village. Detailed parking information will be emailed closer to the event.

14. Animals

Non-service animals are strictly prohibited in vendor booths.

15. Refund Policy

Booth fees are **non-refundable once paid**. This is a rain-or-shine event.

No refunds will be issued for:

- Weather-related conditions
- Vendor cancellations
- Travel or personal emergencies

If an application is declined, fees will be refunded **less processing and administrative costs**.

By submitting an application, the vendor acknowledges and agrees to all Festival policies and requirements. Applications must include all required documentation and payment to be considered complete.

The French Festival Committee may use submitted photos and business descriptions to create Vendor Profiles on the Festival website and Facebook page to promote both the Festival and participating vendors.

All applications are due by May 31.
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Cape Vincent French Festival