



# Artisans | Crafters Vendor Registration Form

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Business Website \_\_\_\_\_

Product(s) being sold \_\_\_\_\_

**Date**

**Location**

**Venue**

**Time**

**Price**

Saturday  
April 27, 2024

Utica, NY

Adirondack Bank Ctr.  
400 Oriskany St.  
Utica, NY

1-4p, 5-8p

**\$125**

## Price includes:

10'X10' Space | Pipe and Drape | 8' Table  
(2) Chairs | Waste Basket | Table Covering

CHECK HERE IF YOU NEED ELECTRICITY

Payment is due 15 days before the event date. Failure to pay may result in a loss of booth space. There will be no refunds if canceled within two weeks of the event.

\_\_\_\_\_  
PLEASE SIGN HERE

Send registration form and payment to: Galaxy Events | 235 Walton Street | Syracuse, NY 13202  
Email: [Lisa@galaxyeventscompany.com](mailto:Lisa@galaxyeventscompany.com) | Call 315-471-9597 with any questions



# Payment

Payments may be made by check or credit card and returned via email or mailed to:

Galaxy Events LLC  
235 Walton Street  
Syracuse, NY 13202

## Credit Card:

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

Company Name: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_  
\_\_\_\_\_

Card Type (Circle One): VISA MC AMEX DISC

Card Number: \_\_\_\_\_

3 Digit (4 for Amex) Security Code: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Amount: \_\_\_\_\_

Event: \_\_\_\_\_

No other charges will be authorized or made to the card without separate arrangements.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

## Or Check:

Check must be made out to Galaxy Events LLC

**Payment is due 15 days before the event date. Failure to pay may result in a loss of booth space. There will be no refunds if canceled within two weeks of the event.**



# Exhibitors Manual

## Event Times

1pm – 4pm and 5pm – 8pm

## Exhibit Area Load-In and Set-up time

Set up and load in can only be done on the day of the event from 8:30am to 12:30pm. All exhibitors must be set up by 12:30pm. If you need to set up the day before please let us know and we'll try and make a special arrangement with the venue.

Each vendor is being provided with an approximate 10'x10' space that will include the following:

1 8' table – skirted and covered

2 chairs

Pipe and drape for sides and backdrop

1 dump bucket (for wineries/breweries/distilleries only)

1 waste basket

WiFi Access

\*\*Electricity (110v) is available and must be ordered in advance

We strongly suggest that if you have a hand cart or dolly, you bring that with you.

## Insurance

Galaxy Events LLC requires vendors that are sampling and/or selling food or beverage products that contain alcohol in them to submit a Certificate of Liability Insurance with **Liquor Liability** noted on the form. The following companies must be listed as additional insured and as the certificate holder:

**Galaxy Events LLC  
235 Walton Street  
Syracuse, NY  
13202**

**Adirondack Bank Center  
400 Oriskany St. W  
Utica, NY  
13502**

A copy of your Certificate of Liability Insurance must be submitted to us NO LATER than two weeks before the event.



# Exhibitors Manual

## **Vendor Wristbands**

Each vendor will receive 2 vendor wristbands while setting up their booths. Wearing the wristband will enable the vendor to come in and out of the venue without having to pay admission. All vendors must wear their wristbands at all times during Festival hours.

## **Event Map**

During the week leading up to the event, we will email you a vendor list and map indicating your booth location. We will also include a map that will show you the location of the facility as well as how to get to the load in area.

## **Booth Decor**

We encourage you to be creative and decorate your assigned space – go wild and have fun. Remember, an attendee's first impression of your business will come from the appearance, of your booth and your personnel. When decorating your space, please remember, ALL DÉCOR SHOULD REMAIN INSIDE OF YOUR 10X10 SPACE, please be respectful to your fellow vendors.

Feel free to bring banners, signs, menus, samples and plenty of marketing material to advertise your business. When promoting your product/business, we ask that you remain in your booth. Do not walk the aisles or block other vendors.

## **Supplies**

Don't forget the scissors, tape, electrical cords or anything else you might need to make your space eye-catching and attractive.

## **Load Out**

- Festival will conclude at 8:00pm on the night of the event.
- All Vendors should begin to clean up and break down at that time
- Under no circumstances may a vendor breakdown prior to the official closing of the event
- All participants should be off the premises no later than 10:00pm. Please remember to leave your booth space as clean as your found it upon move-in. Cardboard boxes may be left behind for pick up by the complex cleaning staff.