



## **A DAYLONG CELEBRATION OF ARTS & CULTURE**

- *Saturday, May 21st 12-6 PM • Port Chester Riverfront •  
Corner of Adee St. and Abendroth Ave*
- Hosted by the Arts Initiative of the Council of Community Services  
*Port Chester/Town of Rye/ Rye Brook*  
*For information call 914-939-8055*  
<http://portchesterfest.org/>
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The "Port Chester Fest" Festival will be held rain or shine on Saturday May 21<sup>th</sup> from noon to 6:00 pm. There are currently no alternative arrangements being made for location should it rain. It is suggested that you bring a tent if at all possible. The event is outside and the vendors will be set up on an asphalt service (no digging or stakes for tents).

Due to overwhelming demand, and limited space, vendors will be assured space on a first come first serve basis. Please mail the attached application as soon as possible to ensure space.

As parking is not permitted at the Festival site, the Council will assign a volunteer to assist you in setting up and will watch your work while you park your car in the three tiered parking lot near Loews's movie theater. The same will apply at time of closing.

Set up will begin anytime after nine, and the outdoor festival will close at 6:00. It is understood that you will stay for the whole time and that you will be responsible for your work during that period. When possible we will provide you with a volunteer so that you can leave your booth for a few minutes. The Festival will be held in the parking lot on the waterfront across from 100 Abendroth Avenue in downtown Port Chester. There will be performances on the stage, as well as dancing in front of the stage. Food will be available, as well as toilet facilities.

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### **ART VENDOR GUIDELINES**

1. Exhibition space is 10 feet x 10 feet
2. \$40.00 per space until application deadline
3. Tables will not be provided, please bring you own.
4. Tents will be permitted as long as they do not exceed 10x10 space allowance
5. You will not be provided with any equipment, power, or water at the exhibition site
6. Volunteers will be available to help unload
7. Set-up must be completed by 11:30 AM – artwork and display materials must be removed by 6:30 PM
8. Festival will be held on May 21<sup>th</sup>, whether rain or shine

*The Council of Community Services will not be held liable for breakage or loss of any items. Vendors are responsible for booths at all times during the Port Chester Fest. A signed waiver will be required, holding harmless of any liability the Village of Port Chester and the Port Chester/Town of Rye Council of Community Services.*



Application Guidelines

1. Deadline for application is May 1, 2010
2. Application fees should be in the form of money order or check made payable to "Council of Community Services"
3. Application should be mailed to: Council of Community Services, PO Box 322, Port Chester, New York 10573.

Vendor Name \_\_\_\_\_

Detailed Description of Items to be Sold \_\_\_\_\_

\_\_\_\_\_

E-Mail \_\_\_\_\_

Phone Number \_\_\_\_\_

Cell Number \_\_\_\_\_

Address \_\_\_\_\_

Space are available for \$40 (limit one space per vendor)

Enclosed is my check/money order for \$\_\_\_\_\_

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Council of Community Services