

Rochester Deaf Festival



January 16, 2024

Dear Vendors,

I am delighted to welcome you as one of the potential vendors of the Rochester Deaf Festival. I value your vendor and your experience very much.

I am sending you a vendor information package to help further understand its nonprofit organization, which will help you work better. We will also provide Rochester Deaf Festival rules and regulations.

Feel free to contact me for any information you need for your business or organization. I am always eager to help.

Thank you for your support!

Sincerely,

Michelle

Michelle Williams-Albert
Rochester Deaf Festival Vendor Coordinator
exhibit@rochesterdeaffestivals.com

Vendors Payment Information:

_____ ***Individuals and For-profit small business - \$75.00***

- If selling products, vendors are required to complete the *Single Day Sales. Vendor Permit* application and submit it to Rochester Deaf Festival with a payment of **\$25.00 for the permit fee.** (see the attachment below)
- We will advertise your business on websites and social media (Instagram, Facebook, TikTok, etc.).
- 2 minutes of video
- including one banquet table with two chairs

_____ ***Club/Organizations - \$100.00***

- If selling products, vendors are required to complete the *Single Day Sales. Vendor Permit* application and submit it to Rochester Deaf Festival with a payment of **\$25.00 for the permit fee.** (see the attachment below)
- We will advertise your business on websites and social media (Instagram, Facebook, TikTok, etc.).
- 2 minutes of video
- Including one banquet table with two chairs

_____ ***For-profit big business - \$250.00***

- If selling products, vendors are required to complete the *Single Day Sales. Vendor Permit* application and submit it to Rochester Deaf Festival with a payment of **\$25.00 for the permit fee.** (see the attachment below)
- We will advertise your business on websites and social media (Instagram, Facebook, TikTok, etc.).
- 2 minutes of video
- Including one banquet table with two chairs

For shading, a canopy or tent up to 10' x 10' you can bring is allowed.

Rules and Policies:

We agree to abide by the rules and stipulations: (Please use your initials for each item.)

- _____ Vendors/Exhibitors assume all risk and hazard incidents to his/her own exhibit/venue to the vendor's and representatives, or to other persons in her/his exhibit/vendor area.
- _____ **NO ELECTRICITY WILL BE PROVIDED.**
- _____ It is understood that the exhibitors/vendors assume no financial liability pertaining to the Event's success beyond the cost of his/her exhibit/vendor display areas.
- _____ Vendor/Exhibitors are responsible for the safety and cleanliness of their contracted spaces and to pay for any damages incurred with the exhibited space.
- _____ Must set up a booth by 9:30 AM. No booths will not be allowed after that time.
- _____ Booths are taken down between 4:00 to 5:00 pm.
- _____ **Giving out FREE FOOD Samples is prohibited.**

Vendor Registration – Deadline May 1, 2024

(Please print or type clearly, Thank you!)

Company Name

Contact Person's Name

Address

State

ZIP

Phone/VideoPhone

Email

Type of services you provide

Type of products you provide (if any)

PAYMENT INFORMATION:

Pay by Paypal: Email to treasurer@rochesterdeaffestival.org

Pay by money order mail to: Rochester Deaf Festival, P.O. Box 93164, Rochester, NY 14692

Authorized by (print name)

Signature

_____ Date

Please Postmark by May 1, 2024

1.

Vendor #1	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				

2.

Vendor #1	Business Name and Contact Name				
	Address		City	State	Zip
	Email address		Mobile Phone	Work Phone	
	Start & End Time for Vendor		General Location of Vendor		
	Categories of Items to be sold				