



BETHEL WOODS CENTER FOR THE ARTS RULES & REGULATIONS

2023 FESTIVAL DATES:

24th TAP® NY Craft Beer & Music Festival

Saturday, May 20 | 2PM-6PM (VIP Entry: 1PM)

Sunday, May 21 | 1PM-5PM (VIP Entry: 12PM)

25th Annual Harvest Festival

Sundays, August 27 - October 1 | 11AM-4PM

3rd Annual Big Sip

Saturday-Sunday, October 7-8 | 1PM-5PM (VIP Entry | 12PM)

3rd Annual Night Market at Peace, Love & Pumpkins

Friday-Saturday, October 20-21 & 27-28 | 6:30PM-9PM

14th Annual Holiday Market

Friday-Sunday, November 24-26 | Time TBD

2nd Annual Holiday Market at Peace, Love & Lights

Saturday, December 9, 16 & 23 | 12PM-9PM

OVERVIEW

Bethel Woods Center for the Arts is a not-for-profit cultural center located at the National Register Historic Site of the 1969 Woodstock Festival dedicated to enriching people's lives through shared experiences that contribute to the betterment of oneself as well as one's community. Our festivals and events support those goals, and serve as an opportunity for the community to gather and celebrate the bounty of the region, provide an unparalleled opportunity to shop local and support the local crafters, artisans, farmers, vintner's, and brewers who participate in our events. Bethel Woods maintains high standards in order to provide our guests as well as our vendors and partners with an unparalleled experience. In order to uphold those standards the following rules and regulations must be followed. Please consider the following before submitting an application:

WHO MAY EXHIBIT

All vendors must be a legal business entity or duly authorized sole proprietor doing business within their designated industry. All vendors are responsible for obtaining any permits needed to operate at Bethel Woods in Sullivan County, New York, effective through event dates. Any vendor without the required documents and permits in advance of the event shall forfeit their space and all associated fees. Please see below for more information about vendor classification, requirements and required documents.

APPLYING

The first step is submitting an application. Submitting an application does not guarantee you will be selected for an event. Applications are reviewed and/or juried, and accepted or denied on a rolling basis for each event at Bethel Woods' sole discretion and vendors will be notified in writing if they are accepted for each event.

PARTICIPATION

Please note that if you have been officially approved for any festival date (meaning you have received an official approval email or letter), you have committed to participating and are expected to be present on said date, unless we have emailed otherwise. If you have been officially approved for any festival date and no longer wish to participate, you must notify me in writing by email.

FEES & PAYMENT

In addition to the Booth Fees for each event, Vendor Fees include an Annual Fee of \$60.00, which is required upon Bethel Woods' acceptance. **Full payment is requested upon acceptance, however, full payment is required no later than one month prior to approved event or festival date.** A 10% late fee will be applied to any unpaid balance by the payment deadline of two weeks prior to the event or festival. Failure to pay fees two weeks prior to the event can result in the immediate loss of your booth space, with no refund(s). No exceptions.

Payment may be made via check or by credit card through our online application system on ConventionForce. Please note that any transaction made through ConventionForce will be charged a 1% processing fee, responsible to the Vendor. Checks must be drawn on a US financial institution, paid in US dollars, and made payable to The Bethel Performing Arts Center LLC and mailed to: Festivals at Bethel Woods, PO Box 222, 1 Cablevision Center Drive, Liberty, NY 12754. **Your participation in and space at an event is NOT CONFIRMED until full payment of all Vendor Fees has been received. There will be no refunds for partial payments.**

BOOTH ASSIGNMENT

Booth location and dimensions, as well as specific event details (load-in, set-up, parking, etc) will be provided just prior to the event date. Please note, however, that your space is NOT CONFIRMED until ALL vendor fees have been paid in full. Special requests regarding location will be considered on a first come, first served basis with locations determined at Bethel Woods' sole discretion. We do our best to accommodate special requests if possible, but cannot guarantee that such requests will be met. Each vendor's display must fit neatly within their assigned space.

CANCELLATION

Should a vendor not be able to occupy contracted space, Bethel Woods must be notified in writing immediately. If cancellation is more than 30 days prior to your confirmed event date, Bethel Woods will refund all Vendor Fees paid, less any credit card processing fees. If cancellation is 30 days or less prior to the confirmed event date, Bethel Woods will retain 50% of all fees paid. If cancellation is 14 days or less prior to the confirmed event date, Bethel Woods will retain 100% of all fees paid. This cancellation policy is subject to change in response to any unforeseen or impending government restrictions or guidelines.

VENDOR CATEGORIES & REQUIRED DOCUMENTS

Each Vendor is responsible to be familiar and comply with all requirements of the State of New York, as well as filing any necessary forms required by law.

Farm & Agriculture

Examples: Fresh Produce – Raw, Uncut, Unprocessed, Etc.

1. Certificate of Liability Insurance - Naming corporations (see ¶ 12 of Vendor License) as Additional Insured
2. Proof of Workers' Compensation and Disability Coverage (if applicable)

Specialty & Prepared Food

Examples: Baked Goods, Bread, Pickles, Crackers, Jams, Coffee Beans, Kombucha, Etc.

1. Article 20C License (if applicable)

2. New York State Certificate of Authority (if applicable – if your products are tax-exempt, you must explain your exempt status in writing)
3. Certificate of Liability Insurance - Naming corporations (see ¶ 12 of Vendor License) as Additional Insured
4. Proof of Workers' Compensation and Disability Coverage (if applicable)

Food Truck & Concessions

Examples: Trucks, Pushcarts, Prepared Meals, Specialty Meals, Etc.

1. New York State Certificate of Authority
2. Sullivan County Department of Health Permit (Annual) –or– Sullivan County Temporary Food Service Establishment Permit (Daily)
3. Certificate of Liability Insurance - Naming corporations (see ¶ 12 of Vendor License) as Additional Insured
4. Proof of Workers' Compensation and Disability Coverage (if applicable)

Craft & Artisan Goods

Examples: Jewelry, Woodwork, Pottery, Soap, Clothing, Décor, Signs, Plant-Made Items, Etc.

1. New York State Certificate of Authority
2. Certificate of Liability Insurance - Naming corporations (see ¶ 12 of Vendor License) as Additional Insured
3. Proof of Workers' Compensation and Disability Coverage (if applicable)

Alcohol – Permitted To Sell

Examples: Wine, Spirits, Cider, Mead, Etc.

1. Marketing Permit – New York State Liquor Authority
2. New York State Certificate of Authority
3. Certificate of Liability Insurance - Naming corporations (see ¶ 12 of Vendor License) as Additional Insured
4. P Proof of Workers' Compensation and Disability Coverage (if applicable)

Alcohol Concessions (LIMITED APPROVAL) – Permitted Pour Open-Glass for On-Site Consumption

Examples: Wine, Spirits, Cider, Mead, Etc.

1. Temporary Pouring Permit – New York State Liquor Authority
2. Marketing Permit – New York State Liquor Authority
3. New York State Certificate of Authority
4. Certificate of Liability Insurance - Naming corporations (see ¶ 12 of Vendor License) as Additional Insured
5. Proof of Workers' Compensation and Disability Coverage (if applicable)

Beer – For sampling & not permitted to sell. Any breweries who wish to sell their product and/or participate in our other festivals must fill out a separate application as an “alcohol vendor.” Beer Only

1. Marketing Permit – New York State Liquor Authority
2. Certificate of Liability Insurance - Naming corporations (see ¶ 12 of Vendor License) as Additional Insured
3. Proof of Workers' Compensation and Disability Coverage (if applicable)

Experience

Examples: Photobooth, Face Painting, etc.

1. Certificate of Liability Insurance - Naming corporations (see ¶ 12 of Vendor License) as Additional Insured
2. Proof of Workers' Compensation and Disability Coverage (if applicable)

LIST OF PRODUCTS & PHOTOGRAPHS

A list of your products with pricing is required. You will not be permitted to sell a different type of product other than what is listed on your application. If you would like to sell various types of products at our event, you must provide the details and photographs of each type of product on your application. If you have already submitted your application and would like to add a product to your showcase, please request to do so in writing to festivals@bethelwoodscenter.org.

MARKETING

Certain selected vendors will be promoted by Bethel Woods, including but not limited to, on our website, social media channels, signage and more. The selection of vendors is at the sole discretion of Bethel Woods.

DAY OF EVENT

Day-of event details will be distributed prior to each event via email roughly one week prior to the event date. This includes scheduling, parking information, maps, WiFi access and other pertinent details. Vendors are required to park any vehicles in the designated lots, as determined at the sole discretion of Bethel Woods. In the event that a vendor arrives at the event site without enough time to set-up properly, as determined solely by Bethel Woods, Bethel Woods reserves the right to exclude the Vendor from participating in the event for that day without a refund of any fees paid by the Vendor for such day.

ELECTRICITY

Electricity must be requested in advance, either on your application or in writing to festivals@bethelwoodscenter.org no later than 30 days in advance of the event. Bethel Woods will try to accommodate these needs, but has no obligation to do so.

WEATHER

All Festivals at Bethel Woods are held rain or shine. Every attempt will be made to create a comfortable environment in the event of bad weather, however it is the vendor's responsibility to consider weather preparedness in their booth design. There are no refunds for Vendor Fees for no-shows.

CONDUCT

Vendors shall not consume any alcoholic beverages during the Event(s) or within the two hour period prior to or after it, nor shall any such beverages for personal consumption be brought to the event(s). Bethel Woods promotes peace and respect, and therefore bickering, obscenities and unkind remarks between vendors, staff and/or patrons will not be tolerated and may result in your removal without a refund of Vendor Fees.

AGE RESTRICTION

No person under the age of 21 will be permitted on the premises of Bethel Woods Center for the Arts during alcohol-focused events such as TAP® New York Craft Beer and Music Festival and The Big Sip. No exceptions will be made.

SAFETY

Safety and precaution is of the utmost importance at Bethel Woods. We require that you drive with caution and only as directed within the grounds and help us to promote a safe working environment for all. Vendors must also park only in the designated vendor parking areas. Vendors who act recklessly or in an unsafe manner may be asked to leave without a refund of Vendor Fees.

SECURITY & MERCHANDISE PROTECTION

While Bethel Woods takes measures to create and promote a safe and secure Festival, each vendor is reminded that, it is their sole responsibility to safeguard their property against theft. Larceny prevention in the retail environment is most effective when the opportunity to steal is eliminated by vendors actively watching their property and reporting suspicious activity. Should you need to leave your booth space temporarily, ask a neighboring vendor who you trust to watch your space and property in your absence. Keep a close eye on your merchandise and those of your neighbors and immediately report suspicious activity to staff. Bethel Woods holds no liability whatsoever to Licensee, its staff, or otherwise if there shall be any damage or injury or loss due to fire, theft, accident or other cause.

LIABILITY

Please refer to our Vendor License Agreement, also included in your application, for information regarding liability.

ACCESSIBILITY

Bethel Woods makes every effort to accommodate individuals with disabilities. If you require disability accommodations to attend an event at Bethel Woods, please contact us by email or phone with at least 10 days in advance.

PETS

Pets of any kind, including dogs, are strictly prohibited on the Bethel Woods campus. Service animals of any kind that are individually trained to provide assistance to an individual with a disability, are welcome at Bethel Woods. Service animals at Bethel Woods must remain on a leash at all times and act in a manner that adheres to the behavioral expectations outlined by the Americans with Disabilities Act.

FEEDBACK

All feedback, suggestions and complaints may be submitted in writing to festivals@bethelwoodscenter.org.

MISCELLANEOUS

Only Alcohol and Beer Vendors participating in The Big Sip will receive one (1) complimentary tasting glass per brand. Any additional glass must be purchased. All other vendor types must purchase a glass and only at the close of the event.

Failure to comply with the above rules and regulations will result in a warning followed by possible removal from the grounds and exemption from participating in further events, and no refunds will be provided.