



# 24th Annual Colorscope Chenango Arts Festival September 8th & 9th, 2018 Norwich, New York

*EXHIBITOR INFORMATION. PLEASE READ CAREFULLY.*

**Arrival and Set-up:** Festival hours are 10:00 a.m. to 6:00 p.m. on Saturday and 11:00 a.m. to 5:00 p.m. on Sunday. Booths should be set up by 9:30 a.m. Saturday and 10:30 a.m. Sunday. Upon arrival, all exhibitors should check in at the ART MARKET, located near the corner of North Broad and West Main streets and present photo ID. Here you will be given your name tags, booth signs, etc. A volunteer will be on hand until 7:00 p.m. Friday, and starting at 6:30 a.m. Saturday. We encourage you to present donations for the ART MARKET at check-in, so that they will be available for the auction as early as possible.

Set-up begins at noon on Friday. Beginning at 2:00 p.m., side streets will close to regular traffic and are LOADING ZONES ONLY. As a courtesy to others, vehicles should be removed as quickly as they are unloaded and parked in a designated area. NO VEHICLES WILL BE ALLOWED ON THE GRASS AT ANY TIME. Overnight security is provided, but if you wish to reload your vehicle, you may do so after 6:00 p.m. on Saturday.

When loading out at the close of the event, please do not move your vehicle from the parking areas until you are packed up and ready to load. Space is very limited and your cooperation will help make things go smoothly. Please be considerate and do not block others' access to their booths or vehicles.

West Park vendor parking is available in the County Office parking lot, behind Howard Johnson's or behind the United Church of Christ (accessible from Hayes street). East Park vendor parking will be in the Frontier parking lot which can most easily be accessed through a gate on one-way Lackawanna Ave.

**Sales Tax Information:** Exhibitors must collect NYS sales tax and a current Sales Tax Certificate must be prominently displayed at all times as required by law. The sales tax rate in Chenango County is 8%, excluding footwear and clothing for human use costing less than \$110. To receive a Sales Tax Certificate, contact the NYS Dept. of Taxation & Finance by calling 800-698-2909 or go to <http://www.tax.ny.gov/bus/ads/webdttf17.htm>, or 518-485-2889.

**Hospitality Center:** A complimentary Hospitality Center is provided for your enjoyment at the southwest corner of the Courthouse in West Park. Here you will find food, beverages and a place to relax. Your name tag is required for admission.

We will deliver lunches mid-day, or you can take advantage of the selections at the Culinary Court. Lunch tickets will be included in your check-in packet (two lunches per booth per day) and are valid for both deliveries or Hospitality Center lunches. We can accommodate vegetarian diets, but people with other dietary needs will need to provide their own meals.

**Judging and Awards:** Judging begins at 10:00 a.m. Saturday. Awards are as follows:

- Categories with five or more entries receive three awards (1st, 2nd and 3rd);
- Categories with four or more entries receive two awards (1st and 2nd); and
- Categories with three entries or fewer will receive one award (1st).

Award amounts are: 1st - \$200; 2nd - \$100; and 3rd - \$50.

\$200 BEST BOOTH and \$300 BEST OF SHOW AWARDS will also be presented. Award winners will be granted jury-exempt status for the 25th Annual Colorscape Chenango Arts Festival, September 7th & 8th, 2019.

Awards will be presented at the complimentary Artist Awards Breakfast Sunday morning at the Broad Street Methodist Church, across from the Howard Johnson Hotel. Details and breakfast tickets will be included in your check-in folder.

**“ColorCash” Certificates** may be presented by shoppers and should be treated the same as cash for the purchase of artwork. Make change as needed, as you will be reimbursed for the full value of the Certificate. Please treat the holders of these Certificates well, since they are Colorscape’s partners and volunteers – the people and businesses who make this all possible!

All Certificates must be signed by Celeste Friend, Executive Director, and have an embossed corporate stamp (dated 1999) to be valid. It is your responsibility to verify that certificates are current, signed and stamped. To redeem your ColorCash certificates, present them to Treasurer Peggy Finnegan at FESTIVAL HEADQUARTERS between 4:00 and 6:00 p.m. on Sunday, or mail them to the address below by October 1st.