

# 2026 Arts & Crafts Vendor Application

OSWEGO HARBOR FESTIVALS, INC. | CONFIDENTIAL

Harborfest is one of New York's premier waterfront festivals, drawing 50,000+ visitors to Oswego on the shores of Lake Ontario every July. Named a five-time Top-100 Event in North America by the American Bus Association, Harborfest features free musical entertainment, children's activities, international cuisine, a midway, and one of the most spectacular fireworks displays in the Northeast — making it an ideal showcase for talented artists and craftspeople.

## WHAT QUALIFIES AS ARTS & CRAFTS

Arts & Crafts includes all artwork homemade by the artist presenting and selling the materials, or items produced under the artist's direct supervision by assistants or employees. Qualifying items include original two-dimensional work, production work, and unlimited editions of photography. Country crafts, ceramics made from commercial molds, jewelry made from purchased beads, stained glass, and items using commercial patterns or purchased and embellished items (including clothing) are also accepted. Production work is defined as art or craft generated as a result of an original design by the applicant, executed at an onsite facility.

## THE PROCESS

The Arts & Crafts Committee reviews all applications on a rolling basis. Acceptance is not guaranteed — Harborfest reserves the right to decline any vendor for any reason. All accepted artisans will receive a Vendor Agreement.

Vendors may participate for three (3) days (Friday/Saturday/Sunday) or two (2) days (Saturday/Sunday).

**Location: Washington Square Park**

**Application Deadline: EXTENDED THIS YEAR TO: June 15, 2026.** Applications are reviewed as received and continue until all sites are filled.

## FEES

Application Fee	\$35 (non-refundable)
Booth Fee — 3 Day (Fri/Sat/Sun)	\$150 (early-bird by 6/15) / \$175 after 6/15
Booth Fee — 2 Day (Sat/Sun)	\$100 (early-bird by 6.15) / \$125 after 6/15
Electricity (per duplex outlet / 20 amps)	\$25
Insurance (if needed)	\$90 — available through Harborfest
Returned Check Fee	\$30

Booth spaces are based on a 10' x 10' footprint. Booths larger than 10x10 will be charged accordingly. All fees must be included with the application. If paying by check, submit two separate checks: (1) Application Fee and (2) Booth/Miscellaneous Fees. Make checks payable to **Oswego Harbor Festivals, Inc.** If paying by credit card, the application fee is processed immediately; booth/miscellaneous fees are processed only upon acceptance. The booth/miscellaneous fee check will be returned if the vendor is not accepted.

## CANCELLATION POLICY

If written notification of cancellation is received by June 30, 2026, the booth/miscellaneous fee will be refunded. **The application fee is non-refundable.**

## FESTIVAL REGULATIONS

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1. Vendors must abide by regulations as set forth in the application. Vendors who do not display and/or sell the exact items submitted with their application will be asked to leave and will forfeit the booth fee. Harborfest will not be liable for lost profits, consequential, or incidental damages including travel, lodging, insurance, or wages.
2. Vendors must be set up by the time their venue opens each day (subject to change) and remain open until specified closing times unless notified by Festival officials. Exact times will be provided by July 1, 2026.
3. No specific booth locations are guaranteed. Prior participation does not guarantee space in the 2026 Festival.
4. Booth spaces are 10' wide × 10' deep, with vending from the front and sides only. Vendors and all belongings must stay within these boundaries. Booth spaces cannot be sublet or reassigned. If additional space is required, indicate the exact size needed on your application — you will be charged based on actual size. Booths will be measured upon set-up completion; oversized booths will be up-charged.
5. All booths must be secure and stable in construction. Electricity is not guaranteed and fees are charged if provided.
6. Harborfest requests vendors to provide their own tents (preferably white), tables, and chairs. Tent/table/chair rentals are available through Harborfest for an additional fee — contact the Vendor Coordinator at [vendor@oswegoharborfest.com](mailto:vendor@oswegoharborfest.com) or 315-343-6858. Selling from trucks, vans, or trailers is not permitted without prior written approval from Harborfest.
7. Display booths and items left in place before, during, or after show hours are the full responsibility of the Vendor. Standard public security will be provided.
8. Set-up and display materials are Vendor's responsibility. Controlled vehicle access is allowed ONLY at designated set-up times. NO vehicles are allowed in venues or on site during festival operating hours. NO EXCEPTIONS.
9. Vendors must be registered with the State of New York and are required to display a NYS Sales Tax Certificate in their booth at all times. Vendors are responsible for collection and remittance of the appropriate NYS sales tax (8%). Contact: State of New York Tax ID Information (518) 485-2889 or [www.tax.ny.gov](http://www.tax.ny.gov). A copy of the NYS Sales Tax Certificate must be provided with the application.
10. Vendor must provide a Certificate of Insurance naming Oswego Harbor Festivals, Inc., Harbor Festivals Guild, and the City of Oswego as additional insured, as follows: general liability insurance on an occurrence basis, combined single-limit bodily injury and property damage coverage of not less than \$1,000,000. If you do not carry insurance, coverage may be purchased through Harborfest for \$90.
11. Harborfest is not responsible for any damage, loss of personal property, personal injury, or accidents involving Vendor and his/her personnel. Vendors indemnify and agree to hold Harborfest harmless from any and all claims, liabilities, demands, lawsuits, costs, penalties, expenses (including reasonable attorney fees), and judgments due to breach of this agreement by Vendors or their personnel.
12. If providing food and/or beverage tasting/sampling, Vendor must contact the Oswego County Health Department (315) 349-3557 to obtain an Oswego County Health Permit.
13. Music played by vendors or PA systems used by vendors must not interfere with other vendors or stages. Music is not permitted while stages are operating.
14. There is no product exclusivity offered to vendors. Harborfest will make every effort not to place two vendors selling similar items next to each other, but this is not guaranteed.
15. Harborfest personnel must authorize any early withdrawal from the event.

## 2026 Arts & Crafts Vendor Application Form

Please print legibly and fill in completely. Application deadline: June 15, 2026.

### VENDOR INFORMATION

Name		Business Name	
_____		_____	
Address		City, State, ZIP	
_____		_____	
Phone	Cell	NYS Tax ID Number	
_____	_____	_____	
Email Address		Website	
_____		_____	
Social Media links: (list all)			
_____			
_____			

### Vendor Status:

- New Applicant  Returning Vendor

If new, list other shows you have participated in within the last year:

### BOOTH SELECTION

Select participation duration (booth fees based on 10×10 booth; larger booths charged accordingly):

- 3 Day — Fri/Sat/Sun \$150 (by 6/15) / \$175 after \_\_\_\_\_ Booths  2 Day — Sat/Sun \$100 (by 6/15) / \$125 after \_\_\_\_\_ Booths

### MISCELLANEOUS / ADD-ONS

- Electric Outlet (\$25 / duplex / 20A)  Insurance (\$90)  Other:

Do you need access to water?

- Yes  No

### PUBLICITY PREFERENCE

How should your listing appear in promotional materials?

- Business Name  Last Name Only

### PRODUCT DESCRIPTION

Please attach a complete list of ALL items to be sold. Applications without a product list will not be reviewed.

Brief description:

**PAYMENT CALCULATION**

Application Fee (non-refundable)	\$35.00
Booth Fee	\$ _____
Miscellaneous Fees	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

**PAYMENT METHOD**

Check / Money Order    Credit Card — Visa    MasterCard    AMEX

If paying by check, submit TWO checks: (1) \$35 Application Fee (2) Booth + Miscellaneous Fees.  
Make payable to **Oswego Harbor Festivals, Inc.**

Credit Card Number	Expiration Date
_____	_____
3-Digit Security Code	
_____	

I, the undersigned, am the authorized credit card holder and authorize Harborfest to charge my account for Festival fees.

Authorized Card Holder Signature	Date
_____	_____

**AUTHORIZATION**

I have read this application and agree to comply with all Oswego Harborfest regulations. I understand that my vendor signature on the Vendor Agreement will constitute a binding contract.

Vendor Signature	Date
_____	_____

**SIGNATURE BLOCK (VENDOR AGREEMENT)**

*To be completed upon execution of the Vendor Agreement.*

**OSWEGO HARBOR FESTIVALS, INC.**

**VENDOR**

Signature
_____
Printed Name
_____
Title
_____
Date
_____

Signature
_____
Printed Name
_____
Business Name
_____
Address
_____
Email
_____
Date
_____

QUESTIONS? Contact Vendor Coordinator:

Phone: 315-343-6858 | Email: vendor@oswegoharborfest.com

Mail completed application to: Oswego Harbor Festivals, Inc., 41 Lake Street, Oswego, NY 13126

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### APPLICATION CHECKLIST

Complete your application and return to: **Oswego Harbor Festivals, Inc., 41 Lake Street, Oswego, NY 13126**

- Two checks: \$35 application fee & booth/miscellaneous fees (or credit card authorization)
- Copy of NYS Sales Tax Certificate (booth will not be allowed to open without this)
- Copy of valid photo ID
- If requesting electricity: list of electrical devices and requirements
- Photos of artwork to be sold and booth display containing artwork\*

*\*If this is your first time setting up a vending booth and you do not have photos yet, please note that on your application. You are welcome to include inspiration images, examples, sketches, or reference photos that show the general style, layout, and presentation you plan to create.*