

# SPARKLE

SATURDAY, DECEMBER 3, 2011

## RULES & REGULATIONS

- ❖ To ensure a mix of variety and an even flow of traffic throughout Market Street, spaces will be assigned by Corning's Gaffer District.
- ❖ Non-Profit Organizations handing out food or beverages will be positioned within a block that does not have a merchant selling the same product. Please keep this in mind when determining your product. Please list all details of your booth so that we can best accommodate you and our merchants.
- ❖ Seasonal decorations are strongly suggested for each booth. Tables must be skirted to the floor with either a tablecloth or a sheet.
- ❖ Participants are responsible for their own display equipment: pop-up tent, tables, chairs, etc.
- ❖ **Low noise generators will be allowed. \*\*\* No electricity available on the street**
- ❖ **There is no lighting at individual booths, we recommend you bring your own battery operated lighting.**
- ❖ A **NYS Sales Tax Number** is required to sell items during "Sparkle". To obtain a NYS Sales Tax Number, you can call 1-800-972-1233.
- ❖ Organizations planning **food booths** must submit a NYS Department of Health Food Service Permit. Application and Fee Determination Schedule (Fee Waiver Form) forms are available through the NYS Department of Health District Office, 107 Broadway, Hornell, NY 14843. Questions concerning food permits should be directed to the NYS Department of Health at (607) 324-8371.
- ❖ All exhibitors must provide a **Certificate of Insurance** evidencing general liability coverage at a minimum of **\$1,000,000**. The Certificate of Insurance **must name Corning's Gaffer District and the City of Corning as additionally insured**. If you have any **questions**, please contact us at **(607) 937-6292, ext. 105** or by e-mail at [lin@gafferdistrict.com](mailto:lin@gafferdistrict.com). Insurance is mandatory and no one will be allowed to participate without the proper documentation.
- ❖ **Set-up time begins at 2:30 pm. *Immediately upon unloading, please remove your vehicle to a parking garage or lot. All vehicles must be off Market Street by 4:00 pm.***
- ❖ **All booth participants must stay within their booth area. Selling or giving away literature, etc. must be within the confines of your assigned booth area.**

- ❖ Centerway Stage is available for **live entertainment** such as caroling, choirs, dance, etc. All entertainment will be pre-approved and scheduled with regard to time and location by Corning's Gaffer District.
- ❖ Centerway Stage will be the only area for entertainment where electric and sound will be provided. Performers will be required to utilize the sound provided by Corning's Gaffer District that will be kept at an enjoyable level so as not to interfere with the activities being offered at booths located in the immediate vicinity.
- ❖ If you are performing at Centerway Stage, please arrive 15 minutes before you are scheduled to perform, and look for a volunteer wearing a "staff" badge. Any electrical/staging needs must be addressed prior to November 18 with Corning's Gaffer District.
- ❖ **Entertainers and/or vendors cannot dress as Santa Claus, Kris Kringle or St. Nicholas.** Corning's Gaffer District has contracted for a traditional Santa who is located in Centerway in his Crystal House. Let's not confuse the children!
- ❖ Deadline for returned application is **November 4, 2011.**

You will receive a confirmation and map showing your reserved space by November 21<sup>st</sup> (late entries will not receive written confirmation).

Should you have any other questions or concerns, please call Lin Kotlinski at **(607) 937-6292 ext. 105** or e-mail [lin@gafferdistrict.com](mailto:lin@gafferdistrict.com)

We look forward to hearing from you.