



FINGERLAKES MALL

HOLIDAY CRAFT FAIR & VENDOR MARKET APPLICATION

(This application is valid only December 7th & 8th, 2024)

Applications must be received **in their entirety along with payment by November 29, 2024**. Incomplete applications will not be accepted. They are reviewed and assigned spaces in the order they are received.

Please write clearly and neatly. Feel free to attach any additional information to the packet.

CONTACT PERSON

Name: _____

Phone: _____

Email **(PLEASE WRITE NEATLY)**: _____

Product(s) being sold: _____

BUSINESS/ORGANIZATION (if applicable)

Name: _____

Business Address: _____

Are you a non-profit organization recognized by the Internal Revenue Service (Code #501c)? **Yes** or **No**

DATE REQUESTED

Please Check Off Date(s) Attending: _____ SATURDAY (12/7/24, 10am-4pm) ONLY – \$30
_____ SUNDAY (12/8/24, 11am-4pm) ONLY – \$30
_____ BOTH SATURDAY AND SUNDAY – \$50 (save \$10!)

RENTAL FEES (You may bring your own equipment at no charge.)

10'X10' space rental: ONE DAY (\$30) BOTH DAYS (\$50) (non-profit: 1 free then ½ price) \$ _____

Number of tables: _____ @\$8 each **PER DAY** (non-profit: 1 free then ½ price) \$ _____

Number of chairs: _____ @\$1 each **PER DAY** (non-profit: 2 free then ½ price) \$ _____

Electricity: _____ @\$5 **PER DAY** (free for non-profit) \$ _____

Total due: \$ _____

*Payment can be made by **Card, Check or Money Order** payable to Fingerlakes Mall.

* Card payments will be subject to a 4% Administrative Fee.

Do you have racks, free-standing displays, or anything other than a standard table? YES NO

If yes, please describe: _____

Other notes or important information: _____

*Applications can be:

Mailed to: Fingerlakes Mall PO Box 7128, Auburn, NY 13022

Hand-delivered to: Fingerlakes Mall Office 1579 Clark Street Road, Auburn, NY 13022

Emailed to: Elizabeth at Marketing@FingerlakesMall.com

Signed: _____ Date: ____/____/____

If you have any questions, please contact Elizabeth at 315-255-1188 or Marketing@FingerlakesMall.com.

FINGERLAKES MALL VENDOR TABLE RULES & REGULATIONS

If a vendor is found in violation of any of these policies, Fingerlakes Mall Management reserves the right to terminate this agreement.

1. Your space will be used for the sole purpose of displaying/selling only items listed in the vendor application.
2. Vendors are not allowed to intercept shoppers in any way, such as calling out or physically stopping them. No hawking, peddling, or other selling is allowed outside of your assigned area.
3. If you are doing more than one day, you are welcome to leave your items overnight. However, the Fingerlakes Mall is not responsible for any loss or damage to your property.
4. The vendor table must be manned by someone 18 years or older at all times. If you bring children with you, you are responsible for their safety and behavior. Please, keep them in your sight at all times. Children are not permitted to wander the mall without an adult, or to disrupt other vendors.
5. Your display table is to be kept neat at all times, and please clear your area of all debris when leaving. Vendors are responsible for damage to any mall property including rented tables and chairs.
6. Flyers/brochures are to be kept at your table only. Posting them throughout the mall, on tables or on vehicles in the parking lot is not allowed without prior permission from Fingerlakes Mall Management.
7. We will make every effort to accommodate location requests, but your location is ultimately decided at the discretion of Mall Management. Locations are assigned on a first come, first served basis. You will be notified of your location by email the week of the event.
8. Electricity will be provided on a first come, first served basis, and is not guaranteed. **You may need an extension cord to access it.** Please be sure that all cords are covered to avoid a tripping hazard.
9. Displays are limited to 6 feet in height unless previous arrangements are made with Mall Management. Your table/display should not block any doors, store fronts or walkways. If you are bringing anything other than a standard table, please note it on the first page of this application.
10. Photos may be taken for Fingerlakes Mall promotions unless otherwise requested.
11. Sound systems and/or music should not be played without prior permission from Mall Management.
12. **Refunds are not available.** However, if you cancel a minimum of 24 hours prior to the event, your payment can be used toward another date of your choice within 6 months of the original date.
13. Many variables contribute to your success including choice of product, pricing, foot traffic and more. Fingerlakes Mall makes no guarantee regarding a minimum of sales or foot traffic.
14. Vendor is responsible for following all local, state, CDC and Health Department regulations.

Signed: _____

(updated January 2024)

Date: ____/____/____



Fingerlakes Mall Code of Conduct

Fingerlakes Mall is committed to providing an enjoyable shopping experience for our customers. When visiting, please adhere to our Code of Conduct. Fingerlakes Mall is private property, and any violation can result in expulsion from the property and any other legal remedies that Mall Management deems necessary.

Conduct

- Any conduct or activity that is disorderly, disruptive, threatening or interferes with the safety and well-being of any of our businesses, guests or any well-being of the property is prohibited. These include, but are not limited to:
 - Running, horseplay, spitting, throwing objects or any other disorderly conduct
 - Using loud and/or offensive language, offensive gestures, or racial, religious, or anti-Semitic, gender, or ethnic slurs
 - Intimidating behavior by individuals or groups
 - Loitering, blocking storefronts or walkways
 - Picketing, protesting, petitioning or other activities that hinder shopping activity or disrupt businesses
- Bicycles, scooters, skateboards, hover boards, roller skates/blades, Heelys and other personal transportation devices are prohibited within the mall.
- Walking through planters, walking on brick borders surrounding planters or fountains, or reaching into fountains is prohibited.
- Violence, threats of violence, physical abuse or hostility of any kind is grounds for removal from the property and possible banishment from the mall for a period of time.
- Engagement in any sexual activity including, but not limited to, using sexually explicit language, engaging in sexual conduct, or engaging in excessive displays of affection are prohibited.
- Anyone found consuming alcohol or marijuana/cannabis, or found to be inebriated, or intoxicated or under the influence of any legal or illegal substance will be asked to leave the property immediately.
- Smoking of any kind including electronic and vapor smoking devices is prohibited within the building.

Solicitations

- Any form of solicitation including, but not limited to distribution of any flyers, handbills, leaflets, or other marketing materials or commercial advertising requires prior consent of Mall Management. Any items found throughout the mall without this consent will be removed.
- All sales outside of tenant stores must be pre-approved and have paperwork on file with the Mall Management.

Violations of the Law

- Violation of any local, state, or federal law is prohibited. This includes, but is not limited to:
 - Property damage, defacing or damaging of personal property, graffiti
 - Possession of any type of weapon except those carried by authorized law enforcement.

Photography

- Prior permission must be given by Mall Management to take photos or videos of any mall property.

Clothing/Attire

- All guests must wear appropriate attire including shirts and shoes.
- All local, state, CDC and Health Department regulations are to be followed while at the Fingerlakes Mall. Masks that cover the entire face, such as ski masks, are prohibited.

Minors

- Children 12 years or younger must be accompanied by a responsible adult at all times.

Parking

- The parking area is private property and is intended for the use of mall guests, tenants, and employees. Vehicles must park in designated spaces. Violators are subject to tickets and/or towing at the owner's expense. Overnight parking is not permitted without prior approval from Mall Management.

Dogs/Service Animals

- Only Service Dogs, dogs of mall tenants, and those only going to and from a mall tenant are allowed.
- Dogs must be leashed (6ft maximum) or in a carrier, and under the owner's supervision at all times.
- Dogs must be in compliance with all laws including licensing and vaccinations.
- Dogs must be taken outside to urinate/defecate, and owners must clean up and properly dispose of defecation.
- Dogs must not cause disturbances such as loud barking, aggression, or being destructive.

Signed: _____

(updated January 2024)

Date: ____/____/____



FINGERLAKES MALL HOLD HARMLESS AGREEMENT 2024

(for vendors)

I agree to defend, indemnify, and hold VACHI Fingerlakes, LLC and the Fingerlakes Mall, their officers, agents, employees, trustees, and directors, harmless from all injury or loss claims and/or damages to any person or property arising from, related to, or in any way connected with the use of Fingerlakes Mall property or any conduct undertaken. **Vendor Initials:** _____

I further waive the right to assert any claim for loss, costs, injury, or damages against Fingerlakes Mall, their officers, present or arising at any time in the future, arising from, related to, or in any way connected with the use of Fingerlakes Mall property or any conduct undertaken by me and all occupants of my vendor table during the period of ____/____/____ (Today's Date) to **12/31/2024**. **Vendor Initials:** _____

Name of Vendor: _____

Business/Organization Name: _____

Street Address: _____

City, State, Zip: _____

Contact Phone #: _____

By signing below, I acknowledge that I have read and understand the Fingerlakes Mall Hold Harmless Agreement. I further acknowledge that I am at least 18 years old, and I am authorized to sign on behalf of all occupants of my vendor table. *(If you are not able to sign for all occupants, please have each individual complete a Hold Harmless Agreement.)*

Signature of Vendor: _____

Date Signed: ____/____/____

**Thank you from your friends at the Fingerlakes Mall.
1579 Clark St. Rd. Auburn, NY 13022**

(updated January 2024)



2024 Fingerlakes Mall Holiday Craft Fair & Vendor Market

Vendor Information Sheet

(Please keep this sheet for your reference)

Thank you for being a part of our vibrant community of artisans and vendors! To ensure a smooth and successful event for everyone involved, please take note of the following important information:

Dates: Saturday December 7th, 2024, and Sunday December 8th, 2024

Times: Saturday 10:00am - 4:00pm and Sunday 11:00am - 4:00pm

Location: Fingerlakes Mall, 1579 Clark Street Road, PO Box 7128, Auburn, NY 13022

Setup Info: Setup begins at 7:00am on Saturday and 8:00am on Sunday. Please do your best to have your setup completed prior to the event start time.

- Each vendor will be provided with an approximately 10ft x 10ft space.
- Please bring your own tablecloths, signage, display lights, and any other displays or materials needed for your booth setup. Please supply your own extension cord if you need an electric hookup.
- Please note that vendor spaces are assigned on a first-come, first-served basis. While we welcome requests for specific setup locations, please note that there is no guarantee that all requests can be accommodated.
- Our staff will do their best to assign booth spaces based on your preferences and the overall layout of the event. However, final placement decisions will be at the discretion of the event staff.
- Please be flexible and understanding regarding your assigned location, as our primary goal is to create a fair and balanced environment for all vendors.

Tear Down Time: Please refrain from tearing down or beginning pack-up until the official end time of the event. Early pack-up disrupts the experience for other vendors and attendees and may result in missed sales opportunities.

Vendor Guidelines:

- Please refrain from playing loud music or engaging in disruptive behavior that may disturb other vendors or attendees.
- Vendors are responsible for the cleanliness of their space. Please clean up any trash or debris before leaving.
- Above all, please be kind and respectful to those around you. Be courteous with other vendors and serve customers in a friendly and professional manner. For more info, please review our Code of Conduct and Vendor Rules & Regulations.

Sales and Transactions:

- Vendors are responsible for handling their own sales transactions.
- Please have sufficient change and payment processing equipment (if applicable) available for your customers.
- It is recommended to have a variety of payment options available, including cash, credit/debit cards, and mobile payment methods. Please keep in mind that Wi-Fi/Internet connection may not be provided. You are welcome to bring/use a mobile hotspot if you'd like to.

Promotion and Marketing:

Feel free to promote your participation in this event on your social media, websites, and other platforms! We encourage vendors to engage with attendees and network with other vendors to maximize exposure and sales opportunities. Please email marketing@fingerlakesmall.com if you'd like a digital flyer to use for advertising.

Further Information:

Detailed setup instructions will be distributed via email the week before the event. Please be patient as I work to ensure all information is communicated in a timely manner. Feel free to reach out with any urgent concerns. Thank you for your understanding and cooperation. Let's have a great event!