

# The Red Hook Star-Revue

## Celebrating RED HOOK 2016

We are so excited to be producing our 3rd Annual *Celebrating* RED HOOK  
on **September 17, 2016** from **12-9 pm!**

The 2016 Vendor Application is attached. Vendors will be signed up once their completed application is submitted along with the \$25 fee.<sup>1</sup> Deadline for vendors to sign up is Friday, August 26, 2016.

Vendors will receive a packet with essential information for participating in the event. Postcards and other marketing materials will be included. Please read through all of the information carefully, as it will guide you through the process, and help prepare you and your team for the day. Any additional questions may be directed to the *Star-Revue's* office.

We will be offering party rentals and ice purchases for vendors again this year. If you are interested in having these items delivered to the site the day of the event, please indicate this on the application. We will follow up with rates and your specific needs.<sup>2</sup>

We will be producing a special edition of the *Star-Revue* to promote the festival. We will also produce a site map for all guests the day of the event. Advertising options are available for both. If you would like us to follow up with you, please indicate interest on the application, and our advertising team will follow up with you.<sup>3</sup>

A number of volunteers will be assisting us with event details in the two weeks leading up to the event. If you wish to help provide food and beverages for them, please let us know.

All promotional materials will be provided by the *Star-Revue* and approved by IKEA Brooklyn. These materials will be a combination of online and print marketing. Please do not create your own. If you need additional materials, our office will provide them to you.

We are so excited you will be joining us for this year's event! Stayed tuned for more details.

Best,

Kimberly Gail Price

Event Producer

718.624.5568

Kimberly@RedHookStar.com

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<sup>1</sup> A \$25 fee is required to participate in this year's festival to help the *Red Hook Star-Revue* offset costs. Nonprofits' deposits are refundable following event participation. All other cancelations less than 14 days prior to the event will not be refunded.

<sup>2</sup> Party rentals include tables, chairs, canopies, trash cans, coolers, etc. These items must be paid the *Star-Revue* no later than 7 days prior to the event. We will not be able to provide rentals not reserved or paid in full before Saturday, September 10, 2016.

<sup>3</sup> All ads must be paid in full no later than 11 days prior to the festival. Ads with remaining balances after Tuesday, September 6, 2016 will not be included in the publications of the special section and site map.

# Celebrating RED HOOK 2016

## Vendor Application

Saturday, September 17, 12-9 pm

### Contact Information

Company: \_\_\_\_\_ Main Contact: \_\_\_\_\_

Phone Number: (     )     -     Alternate Number: (     )     -

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Are you available for a Rain Date on Sunday, September 18 from 12-7 pm?

Yes

No

### Business Description

Brief description of your business or booth (50-100 words):

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### Setup Information

Will you be renting items for your setup?

Yes

No

Please select which items you would like to rent:

chair(s)

trash cans

table(s)

cooler(s)

10 x 10 Canopy

other: \_\_\_\_\_

*All rented items will be set up prior to your arrival the day of the event. By checking items, you are expressing interest, not reserving rentals. All rental items must be paid in full (7) days prior to the event.*

Will you require ice?

Yes

No

*By checking items, you are expressing interest, not purchasing ice. All ice orders must be paid in full (7) days prior to the event.*

Will you be using a generator?

Yes

No

*Generators will not be available for rental. You must provide your own.*

Will your booth require special placement or other considerations at the event?

Yes

No

Please specify: \_\_\_\_\_

*Vendors will not be allowed to choose their specific locations, but specific needs will be met i.e. grass or pavement.*

### Licenses & Permits

All vendors must have appropriate licenses to participate. A copy must be provided prior to the event.

Do you have a permit to vend?

Yes

No

Do you have a DOH certificate to sell food?

Yes  No

Do you have a license to sell beer/wine/cider?

Yes  No

Do you have a wholesale license to sample spirits?

Yes  No

Please attach proper documentation with this application.

## Advertising

Are you interested in placing your logo on our event site map?

Yes  No

Logos are approximately 1" x 1" for \$25. Site maps will be distributed at the entrances of the event.

Are you interested in placing an ad in the *Red Hook Star-Revue* Event Special Section?

Yes  No

Ad sizes and prices will vary. By checking "Yes," you are not obligated to advertise, but will be contacted with details.

## Setup & Promotion

Are you interested in helping with setup the day prior to the event on Friday, September 9, from 2-6 pm?

Yes  No

Are you interested in helping with (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> Hanging posters        | <input type="checkbox"/> Event Promotion                    |
| <input type="checkbox"/> Handing out postcards  | <input type="checkbox"/> Providing lunch for volunteers     |
| <input type="checkbox"/> Being an event sponsor | <input type="checkbox"/> Donating bottled water             |
| <input type="checkbox"/> Recruiting volunteers  | <input type="checkbox"/> Attending an informational meeting |

## Application & Deposit

A completed application and a \$25 non-refundable deposit is required to participate in *Celebrating RED HOOK*. Vendors will not be signed up until payment has been received.

Payments can be made in the form of cash, check or credit card. Please make checks payable to *Red Hook Star-Revue*.

Payments can be mailed to:

***Red Hook Star-Revue***  
481 Van Brunt Street, 8A  
Brooklyn, NY 11231

## Signature

Your signature acknowledges you have read the document in its entirety and will be participating in this year's festival.

Thank you for your participation. The *Star-Revue* is excited you will be participating in this year's event!

For questions and further information, contact Kimberly G. Price at (718) 624-5568 or [Kimberly@RedHookStar.com](mailto:Kimberly@RedHookStar.com). Informational emails will also be sent out to you from this address.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date