

Welcome To Queens Center Of The Arts
Queens Underground Film Festival, Queens Underground Poets
& The Artist Market NYC
Queens, NY 11433
ArtistMarketNYC@gmail.com
<http://www.QueensUndergroundFilmFestival.com>

Vendor Registration Info

Welcome Entrepreneur! We're the creative organization with unusual and fun Events to support you in growing your business and increasing brand awareness. We're happy to report that many of you are still Vending with us! Consistency wins every time in attracting loyal shoppers.

In streamlining the Registration Process, this PDF Form is for any and all of our Events - you just plug in the date when you receive the PDF by email.

Prices are subject to change and you will be notified by email in advance.

Remit via Paypal or Zelle to: QueensCenterArts@gmail.com
Cash App: \$QueensCenterArts

Basic Fees:

Merchandise Vendors: \$85	(except Film Festivals: \$100)
Food: \$175	(except Film Festival: \$225) (Typically 1 - 2 per event. Email with menu first to avoid duplications)
Desserts only: \$125	(except Film Festivals: \$135)
Cocktails / Mocktails/: \$175	(except Film Festivals: \$225)
Soft Drinks, etc.	
Ad In The Directory: \$30	Film Festival Directory ½ page with business name, logo, pictures, link, business description.

***Email for multi-day discounts**

1. Registration typically closes one-month before the Event. For late Registration- Email first to check availability then add \$20 to the fee.
2. Dress Code: Dress according to the type of event
3. **Indoors** - space allotted is the size of a 6 foot table. Extra racks or cases are not permitted. If you need more space, please reserve two spaces. We'll let you know in advance if tables are on site and how many.
4. **Outdoors** - Typically a 10x10 space. You may of course bring a tent and your own chairs.
5. Set-Up 1 (one) hour before and take-down 1 (one) hour after. Please leave your space clean and clear of debris.
6. Bring your own table unless otherwise notified. Typically chairs are available for you. Make sure to bring a tablecloth, business cards and sign-up sheet for new customers.
7. Once you pay for your space, email a professional Logo and a few pictures of your products. Only professional pictures will be used as appropriate for the event.
8. Participants are required to promote and tag us:

You can Scan or take a picture of the completed with your phone and email to:
ArtistMarketNYC@gmail.com **Prices Subject To Change With Advance Notice**

Instagram: https://www.instagram.com/queens_underground_film_fest/ whether it is a Free or Ticketed Event. Vendors who do not promote may not be able to Vend at another Event. Remember - people are more likely to attend just to buy from you or come prepared with extra money!

9. We will only accept a maximum of two Vendors per type with a few exceptions at smaller Events and it will be based on first come, first serve. Best to email first! Remember - no refunds.
10. Vendors cannot be admitted once the Event begins.
11. Refunds are not issued for any reason; you may instead receive a Credit for the next event, not guaranteed. However, we will issue a refund within 10 days if we cancel the Event.
12. We are closed the day before an Event and for two days after. We are not open on Sundays.

Artist Market / Queens Underground Vendor Contract

I am Registering for (Name Of Event) _____

Date Of Event: _____

Venue: _____ Hours: _____

Name: _____

Business Name: _____

Email: _____

Cell: _____

Instagram: _____

Facebook: _____

Products / Service (just list a few): Note: Merchandise over \$50 each may not be suitable for our Events with the exception of Holiday Pop-Ups and the Film Festivals. If your products are over \$50, it is even more important for you to promote.

_____(Initial) I understand that until the full fee is remitted, I am not officially registered for the Event.

_____(Initial) I have read and understand that refunds are not issued unless the organizer cancels the event.

Thank you and we look forward to working with you!

***You can Scan or take a picture of the completed with your phone and email to:
ArtistMarketNYC@gmail.com Prices Subject To Change With Advance Notice***