



**American Craftsmen Festival
Outdoor Market
Vendor Confirmation Letter**

This Letter of Confirmation conveys the commitment of the vendor described below to participate in the American Craftsmen event. This event will occur on Saturday, June 3, 2023 and Sunday, June 4, 2023 from 10:00 a.m. to 5:00 p.m. to the public at the Kenan Center, 195 Beattie Avenue, Lockport, New York, 14094.

The American Craftsmen event brings together a variety of high-quality juried artisans, and vendors along with other entertaining activities geared to a highly receptive family audience.

Cost to be a vendor at the 2023 American Craftsmen Outdoor Market is \$100. This fee may be paid prior to the event by mailing a check to 433 Locust St., Lockport NY 14094 or by credit card by calling (716) 433-2617. Or may be paid in person, at the event.

Name of Vendor:

Business Name:

Mailing Address:

Email:

Phone:

Contact day of event:

Tax ID number:

For this event, the Vendor agrees to:

- Set up its point-of-sale by 10 a.m. on the days of the event
- Provide, maintain and guard its cash box
- Provide pop-up tent for booth if needed
- Remove all unsold product at the end of the event

For this event, Kenan Center agrees to:

- Open venue at 8:00 p.m. for set-up
- Remove trash as needed

Agreed to by: (For Vendor)

Name Printed: _____

Signature: _____

Date: _____

Agreed to by: (For Kenan Center, Inc.)

Name Printed: _____

Signature: _____

Date: _____

Please email back 1 copy of this confirmation letter to:

Kenan Center
Attn: Rikki Cason-Weller
rikki@kenancenter.org
433 Locust Street
Lockport, NY 14094

Thank you.