



**Sponsorship,  
Vendor and Parade  
Opportunities**

**June 14, 2019  
4pm-10pm**

**&**

**June 15, 2019  
Parade at 11:30am  
12pm-11pm**

## **Who we are...**

The Cicero Plank-Road Chamber of Commerce serving the New York communities of Cicero, Clay, Bridgeport, Brewerton and North Syracuse in the Town of Cicero, as well as areas surrounding the South Shore of Oneida Lake.

## **What we do...**

The Mission of the Cicero Plank-Road Chamber of Commerce Is Where Community and Commerce Meet!

The Cicero Plank-Road Chamber of Commerce enhances economic growth of the Cicero area by focusing on education, promotion and development of the business community and those areas of the community affecting business.

Our primary goals are to strengthen our local economy, to promote the community, provide networking opportunities, represent the interest of business with government and develop community leaders. Neither our mission, nor any of these goals can be met unless we partner with you to make our town's future brighter.

Your business could benefit from becoming a Cicero Plank-Road Chamber of Commerce Member. Please call 315-699-1358 for more information.

## **Why Support...**

By supporting the CiceroFest, either with a sponsorship, through advertising, parade participation or vendor, your company will have a wide marketing reach due to extensive promotion in a variety of media outlets, guest attendance, and numerous patrons. Your support will assist the Cicero Plank-Road Chamber in providing support to the Cicero Plank-Road Chamber of Commerce and their mission as well as supporting growth in the community.

## **CiceroFest Fun...**

The CiceroFest is a family friendly event that is held on a Friday and Saturday in June. There is a parade, food, crafters, games, entertainment and more.

## **Fireworks Sponsorship: 1 Sponsor (Exclusive)**

**\$2,500**

- Banner displayed at Festival by stage and in the Parade towards the front.
- Your company would be mentioned with the Parade in all promotion and advertising.
- Logo/name in advertising (radio & print), promotional materials (promotional cards and posters) and on website link.
- Banner ad (728 pixels wide x 90 pixels high or 10.111" wide x 1.25" high) & link on the Cicero Community Festival website.
- Stage announcement mentioning name with Parade.
- Space at Festival (amount to be determined).
- Opportunity to participate in the Parade.
- Opportunity to be a judge for the Parade.
- Opportunity to be a judge for the Star Search Contest.
- Exhibit or Booth space

## **Parade Sponsorship: 1 Sponsor (Exclusive)**

**\$2,000**

- Banner displayed at Festival by stage and in the Parade towards the front.
- Your company would be mentioned with the Parade in all promotion and advertising.
- Logo/name in advertising (radio & print), promotional materials (promotional cards and posters) and on website link.
- Banner ad (728 pixels wide x 90 pixels high or 10.111" wide x 1.25" high) & link on the Cicero Community Festival website.
- Stage announcement mentioning name with Parade.
- Space at Festival (amount to be determined).
- Opportunity to participate in the Parade.
- Opportunity to be a judge for the Parade.
- Opportunity to be a judge for the Star Search Contest.

## **Stage Sponsorship: Up to 4 Sponsors**

**\$1,500**

- Logo/name in advertising (radio and print), promotional materials (flyers and poster) and on website link.
- Banner Ad (W 125 pixels (1.75 inches) H 294 pixels (4.08 inches) & link on Cicero Community Festival website.
- Your Banner displayed on stage at Festival.
- Stage announcements mentioning as a Stage Sponsor.
- Space at Festival (amount to be determined)

## **Fun Zone Sponsorship: Up to 6 Sponsors**

### **\$1,000**

- Logo/name in advertising (print), promotional materials (cards and poster) and on website link.
- Your Banner displayed by the stage.
- Stage announcements mentioning as a Fun Zone Sponsor.
- Space at Festival (amount to be determined).

## **Pavilion Sponsorship: Up to 6 Sponsors**

### **\$500**

- Logo/name in advertising (print), promotional materials (cards and poster) and on website link.
- Your Banner on the Pavilion at Festival.
- Stage announcements mentioning as a Pavilion Sponsor.

## **Music Sponsorship: Up to 6 Sponsors**

### **\$500**

- Logo/name in advertising (print), promotional materials (cards and poster) and on website link.
- Your Banner displayed at Festival.
- Stage announcements mentioning as a Music Sponsor.

## **Patron Sponsorship: Up to 20 Sponsors**

### **\$100**

- Logo with link as Patron Sponsor on Festival website with link.
- Logo/name on Special Patron Sponsorship Banner displayed at the Festival.
- Stage announcements mentioning as a Patron Sponsor.

# CiceroFest 2019 Sponsorship Contract



Name of Company, Institution or Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Please check the desired Sponsorship Level:

	<u>2019 Rates</u>
<input type="checkbox"/> Fireworks Sponsorship	\$2,500
<input type="checkbox"/> Parade Sponsorship	\$2,000
<input type="checkbox"/> Stage Sponsorship	\$1,500
<input type="checkbox"/> Fun Zone Sponsorship	\$1,000
<input type="checkbox"/> Pavilion Sponsorship	\$500
<input type="checkbox"/> Music Sponsorship	\$500
<input type="checkbox"/> Patron Sponsorship	\$100

Submit your logo in high resolution PDF format and email your files to:  
[events@cicerochamber.com](mailto:events@cicerochamber.com)

Please make your check payable to **Cicero Plank-Road Chamber of Commerce**  
and mail with contract to:

Cicero Plank-Road Chamber of Commerce  
5701 East Circle Dr. #302  
Cicero, NY 13039

If you have any questions, please feel free to contact Julie Billings, Festival Coordinator, at  
(315) 699-1358 or [events@cicerochamber.com](mailto:events@cicerochamber.com).

**Logo's and signed contract are due with payment by May 1, 2019.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cicero Chamber Contact: \_\_\_\_\_

**Thank you for your support!**

**CiceroFest 2019  
Parade Registration**



Name of Unit or Organization (please print clearly and no abbreviations – Thank you.)

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Person in Charge Day of Event: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Type of Entry**

Band \_\_\_\_\_ Float \_\_\_\_\_ Music on Float \_\_\_\_\_

Other \_\_\_\_\_

Animal \_\_\_\_\_ (All animals must have pooper scooper detail)

Total Number of Marchers \_\_\_\_\_ Number of Vehicles \_\_\_\_\_

**Type of Vehicle(s)**

This is very important in determining the amount of room that you will need in the staging area.  
Please give measurements.

\_\_\_\_\_

Description for Commentators (Please keep your description to no more than 50 words – we reserve the right to edit)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Email completed form to [events@cicerochamber.com](mailto:events@cicerochamber.com) or Mail to the address below.

Cicero Plank-Road Chamber of Commerce  
5701 East Circle Dr. #302  
Cicero, NY 13039

**Thank you for your support!**

**CiceroFest 2019  
Vendor and Crafter Application**



Name of Company, Institution or Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please check the desired Vendor or Crafter Option:**

	<b>Early Bird Special (Valid until 1/15/19)</b>	<b>2019 Rates</b>
<input type="checkbox"/> Food Vendor – 1 Day	\$160	\$195
<input type="checkbox"/> Food Vendor – 2 Day	\$320	\$350
<input type="checkbox"/> Crafter – 1 Day	\$45	\$55
<input type="checkbox"/> Crafter – 2 Day	\$90	\$95
<input type="checkbox"/> Business (Member)	\$85	\$100
<input type="checkbox"/> Business (Non-Member)	\$110	\$125

Electricity is available but limited to a number of booths. Please indicate if you require electricity.

Yes       No

Please make your check payable to **Cicero Plank-Road Chamber of Commerce** and mail with contract to:

Cicero Plank-Road Chamber of Commerce  
5701 East Circle Dr. #302  
Cicero, NY 13039

If you have any questions, please feel free to contact Julie Billings, Festival Coordinator, at (315) 699-1358 or [events@cicerochamber.com](mailto:events@cicerochamber.com).

**Logo's and signed contract are due with payment by May 1, 2019.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Cicero Chamber Contact: \_\_\_\_\_

**Thank you for your support!**

Payment in full is due no later than May 15, 2019. Refunds will not be allowed.

# Crafter and Vendor Information

## Eligibility/Rules for Crafters:

- All artists, craftspeople, photographers, and printmakers are welcome to participate
- All work must be original and made by hand, or with the appropriate tools
- Work must be produced by the artisan, not manufactured
- We reserve the right to deny applications
- No refunds will be given due to in-climate weather
- No vehicles may drive on the festival grass.

## Eligibility/Rules for Businesses:

- Cicero Chamber of Commerce member
- Non-member business

**Booth Area:** Booth spaces are available on the grass at the festival. Each space is 10' x 10'. No tables will be provided or rented. Note that your space requirements should include storage, not just retail space.

**Load In: Set up begins at 9 am on Saturday, June 14th.** Please stop at the registration table when you arrive for your booth assignment. No changes in your assigned space will be allowed. **If vending both days, set up for Friday, June 15th would be at 10am.**

**Load Out:** We encourage crafters and businesses to stay through the evening, up to 11pm. We do expect a large crowd in the evening too. We rather not interrupt the festival with crafters and businesses leaving, while the festival is still going on. If you must leave early we appreciate that it would not be before 5pm. Please indicate on your registration form how long you will be at the festival. We will coordinate with you on this. Please remember to leave your area as clean as it was when you arrived.

**Sales Tax:** Vendors are responsible for the sales tax on 100% of sales.

**Insurance:** CiceroFest requires that all vendors **selling food and products applied directly to the skin or ingested** submit a copy of your Liability Insurance. The policy must be for \$1,000,000 general liability. On this form, these organizations must be listed as additional insured:

Cicero Plank-Road Chamber of Commerce  
Town of Cicero  
Sacred Heart Church  
The Diocese

The insurance certificates must be sent no later than **May 31, 2019** to:  
CiceroFest  
c/o Cicero Plank-Road Chamber of Commerce  
5701 East Circle Dr. #302  
Cicero, NY 13039

or Emailed to: [events@cicerochamber.com](mailto:events@cicerochamber.com)



**Tent:** For those vendors bringing in your own tents, please note the following:

- Tents can be staked into the grass only.
- Tents must be flame retardant and bear a certificate or stamp inside the tent indicating that it is flameretardant.
- Tents must be broken down and taken from the site at the conclusion of the event, allowing the festival to turn the venue back over to the church.
- The Fire Department further indicates that any covers on booth, tents, etc. shall display a tag or label stating fire resistance.
- Plastic or tarps used to cover booths or form walls shall be fire rated with marking or labels.
- Any material without tags, labels, etc. shall not be used.
- Permits for tents not meeting these standards are prohibited.

**Utilities:** Electricity is available at a limited number of booths. Please indicate all items that will require electricity on the Vendor and Crafters form. Make sure you include lighting, etc. Please note: you will need to bring extension cords and power strips with you, they will not be provided.

**Hydrants:** No Hydrant may be obstructed, hidden, or covered in any way.

**Water for Food Vendors:** Water is available at a limited number of booths. Please notify us in advance if you will need access to water. Please note that several vendors will need to utilize the same hook-up, so please be considerate. Also note that these hook-ups should not be used to replace the hand-washing unit required by the Onondaga County Health Department.

**Combustibles:** Combustibles are simply defined as anything that can burn. Examples include, but are not limited to, cardboard, paper, wood such as chips, pallets, canvas, or plastic or packing materials in any form. These materials may not be stored, stacked, piled, or left in booths, higher than 3' high, 2' deep, 6' long. Any material found to be excessive or creating a hazard must be removed. (Fire marshals will have final determination of hazard and removal).

**Lighting:** Crafters are responsible for providing their own lighting. Because of the extreme heat generated by halogen lights and the potential flammability of gas lanterns, neither are allowed to be used as lighting sources.

**Trash:** At all times your area must be clean and neat, not only for health reasons but to represent an overall clean and wholesome image.

**Recycling:** Be advised that all vendors are required to recycle and remove from the festival site. Boxes, cans, and plastic are to be separated not included in the festival dumpster. Please plan ahead, bring additional plastic bags.

**Security:** It is the crafter's responsibility to secure its possessions. CiceroFest assumes no responsibility for lost or stolen property.

**Emergencies:** In the event of an emergency, please go to the registration table to notify a member of the CiceroFest staff or volunteer.

**Event Cancellation:** This is a rain or shine event.

**Admission:** Admission to the festival will be free to the public.

**Shipping Directions/Location:**

No items should be shipped by vendors to the festival. The festival is located behind Sacred Heart Church, 8229 Brewerton Road (Route 11), Cicero, NY 13039