



SLEEPY HOLLOW TARRYTOWN
CHAMBER OF COMMERCE
1 Neperan Road, Tarrytown, NY 10591-3660
Phone: (914) 631-1705 FAX: 914 206 5115
Email: info@sleepyhollowchamber.com
Website: www.greatersleepyhollowtarrytown.com

21st Annual Sleepy Hollow Street Fair Saturday, October 14, 2017

Presented by Sleepy Hollow Tarrytown Chamber of Commerce and sponsored by the Village of Sleepy Hollow

Sponsorship Opportunities Available

LOCATION: Beekman Avenue, Sleepy Hollow, NY

DATE: **SATURDAY**, Oct 14, 2017

Set-up: 7:00 am to 9:30 am **Fair:** 10:00 am till 5:00 pm **RAIN OR SHINE!**

COST per 10' x 10' space (no table or tent provided). Maximum number of spaces per vendor is three.

Non Chamber Members: Retail Vendor \$125/space, Food Vendor \$220/space

(Chamber members: Retail/Info- \$75/space, Food \$125)

\$35/space for **non-profits** provided a 1/2 space 5' X 5' (Location to be determined)

\$35 Late fee for all applications received after September 10, 2017.

Important information:

- This fee is NON-REFUNDABLE after September 10, 2017 no rain date, prior to September 10th refundable less \$50. Fair is on rain or shine.
- Fee entitles Vendor to an approximate 10' x 10' approximately **NOT** a full parking space.
- Beekman Avenue Merchants have priority for the spaces in front of their stores until September 1, 2017 after which outside vendors will be assigned those spaces.**
- The number of vendors is limited and **FEES MUST BE PAID IN ADVANCE.**
You MUST receive a confirmation to attend.
- Weights are **REQUIRED** in order to secure tents during winds. If they are not in place during the fair you may be asked to close.
- You must find your own off-site parking before 9:30 AM
- Exhibitors supply their own tables, chairs and tents. (Tents are recommended to protect Vendors and their products from rain and sun.)
Weights are REQUIRED to secure ALL Tents. If you do not set up with weights you may be asked to leave.
- Loudspeakers and PA systems are not allowed except for musical entertainment with permission of the Chamber.
- No electricity will be available.** If a Vendor requires electric power, they must provide their own generator and have approval from the Chamber in advance. No noisy generators will be allowed.
- Spaces are pre-assigned on a first-paid first-assigned basis. No particular space can be guaranteed. **Food vendors, then Retail Vendors are assigned spots before non-profits.**

For New York State Resale #, write:

NYS Dept. of Taxation & Finance

Sales Tax Bureau - Registration & Processing Section

State Campus, Albany, NY 12227

- Or -

call 518-485-2889

Sleepy Hollow Street Fair – Saturday OCTOBER 14, 2017

Pay to the order of: Sleepy Hollow Tarrytown Chamber, 1 Neperan Rd. Tarrytown, NY 10591
FAX: 914 206-5115 Add \$35 Late fee if this application will be received after September 10, 2017

Business Name _____

Contact Name _____

Address _____

City _____ State _____ Zip _____

TEL# () _____ Cell #: _____

E-MAIL ADDRESS: _____

Type of business: Retail: _____ Food Vendor: _____ Non-Profit: _____ Craft _____ Chamber Member? Yes/No

of space(s) _____ Payment method: Check: _____ Money Order: _____ Visa/MC: _____

Amount Enclosed \$ _____ **Non Refundable, Rain or Shine! Must initial here that you agree** _____

Card Holder's Name: _____

Visa/MC _____ - _____ - _____ (accepted by phone as well)

Exp. Date _____ / _____ / _____ 3-Digit Code (call 914-631-1705 between 10:00 am – 2:00 pm)

Billing Address: _____ Billing Zip Code _____

NYS RESALE # (if applicable): _____

I will exhibit the following items: Items must be listed to validate contract.

N.B. Toy vendors - No "Silly String", "Snaps" or "Pop-Pops" (Loud Noise) Toys and no fireworks!

BY SIGNING THIS AGREEMENT, THE VENDOR AGREES TO:

- Set up his/her exhibit by 9:30 AM. **Please note that if you are not here by 10:00 AM and have not called us that morning to say you are arriving shortly, we will assign your space to someone from our waitlist.**
- Remain **set up** for the entire length of show unless otherwise advised by the Sleepy Hollow - Tarrytown Chamber of Commerce
- Cooperate in the gathering of trash in and around your space.
- Withdraw any material found objectionable to the Chamber or products that are exclusive to another vendor.
- **Sell only the products listed on the application.** If Vendor has products not listed on the application that are in conflict with other nearby Vendors, the Chamber may ask Vendor to remove those items.
- **LOCAL Businesses located in Sleepy Hollow may** be given an exclusive to sell certain items which will prohibit vendors or crafters from selling these specific items
- **DO NOT** bring Loudspeakers and/or PA systems
- Indemnify, defend and hold harmless the *Sleepy Hollow Tarrytown Chamber of Commerce*, the *Village of Sleepy Hollow* and the *Sleepy Hollow Police Dept.* and its members, officers, employees, agents and representatives for all claims of bodily injury, property damage, and personal injury including all consequential financial loss resulting therefrom as well as all legal expenses involved in handling such claims
- Collect and pay all municipal, state and federal taxes related to all sales made, **hold a valid NYS Resale Number** and provide the Chamber with such resale number.
- Vendors must provide the Sleepy Hollow Tarrytown Chamber of Commerce with a **Certificate of Insurance evidencing** a minimum of \$1,000,000 liability insurance naming the *Sleepy Hollow Tarrytown Chamber*, the *Village of Sleepy Hollow* and the *Sleepy Hollow Police Department* as additional insureds.
- Food Vendors shall obtain and display any permits required by the Westchester County Dept. of Health.
Contact 914-864-7331
- **The Fair ends at 5:00 PM. Vendors must cease sales at that time. The Sleepy Hollow Police Department will strictly enforce this rule so they can open up the street by 6:00 PM.**

THE EXHIBITOR AGREES TO PAY A **NON-REFUNDABLE** SPACE RENTAL FEE. NO PARTIAL PAYMENTS ACCEPTED! THE UNDERSIGNED EXHIBITOR AGREES TO FULFILL THE CONDITIONS STATED ABOVE.

_____/_____/2017
EXHIBITOR'S SIGNATURE Date