Town of Mount Hope Community Day

Saturday July 15th ~ 12pm – 10pm

Mount hope Town Park, 340 Finchville Tpke., Otisville NY
Rain Date: Sunday July 16th

Community Day Vendor Information & Application

There will be extensive Print, Internet, Facebook & Radio Advertising
Roadside Signs Across Entire Area
Attractions & Entertainment Targeting All Age Groups
Best Fireworks Display in the Area
Huge Food Selection
Live Music and Performances
20' x 20' Standard Booth Size
Easy Check-In and Setup – Including FREE Friday Night Set Up!!
Fully Lit Fields for Morning Setup and Nighttime Crowds

Friday Night Setup

We encourage all vendors to take advantage of the FREE Friday night setup option when possible. Direct booth access & overnight security is provided the night before Community Day. Skip the lines Saturday morning & setup Friday night, any time between 4pm & 8pm.

Craft/Retail/Non-Profit Vendor Information

1. **Setup is from 8am-11am. All vehicles must be removed from the field no later than 11am.**
2. **Vendors must provide their own tables, display materials and other supplies. No electricity will be available. *Vendors are responsible for bagging up their own garbage for pick up.***
3. **Space is assigned on a first come, first serve basis.**
4. **Space size is 20' x 20'. Vendors needing extra space should reserve more than one space.**
5. **Booths may be taken down at any time, but cars will not be allowed back on the field until after the fireworks. (Early checkout is available. Please see attached information.)**
6. **No silly string, exploding poppers or fireworks of any kind are allowed to be sold.**
7. **Vendors are responsible for any and all permits needed for their booths.**
8. **Town of Mount Hope will not be held responsible or liable for any damages of any kind to exhibitors, their displays or any injury caused during the event, including setup and removal of displays. Please note, while the committee will make every effort not to place similar vendors next to each other, we do not limit the number of any type of vendor and similar vendors may be in attendance.**
9. **The Town of Mount Hope reserves the right to reject any application for any reason.**

KEEP THIS PAGE, DO NOT RETURN WITH THE APPLICATION

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Vendor Application

Business/
Organization Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone # _____ Cell # _____ Email: _____

Type of Product or Activity:

___Craft/Jewelry ___ Retail ___ Direct Sales ___ Non-Profit ___ Activity ___ Other

Please give us a quick overview of what you plan on selling or activity you will be running. (If you checked direct sales please state what company you represent.)

Vendor Spaces: *(Fees are Non-Refundable)*

	Cost Per 1st Booth	# of Extra Booths	Cost Per Extra Booth	Total for Extra Booth/s	Total Cost for All Booths
Craft	$30		$20		
Business /Food	$75		$30		
Mt. Hope Non-Profit Group	$15		$10		
Mt. Hope Non-Profit - Food	$50		$30		
Non Mt. Hope Non-Profit Group	$30		$20		
Non Mt. Hope Non-Profit - Food	$75		$30		

Please Complete Reverse Side

Vendor Application ~ Continued

Booth Location Request:

____ Craft Area ____ Children's Area

(All vendors share a common field; however, vendors who primarily target children may choose the children's area. We place your booth closer to the children's activities on the field.)

Generator Required for Display: (Must bring your own generator!)

____ YES ____ NO

~ If yes, give Generator make/model _____

(*If you check NO and bring a generator to Community Day, you will not be allowed to use it.* **Please note: Generators are limited to small and quiet models. Please be considerate of the booth next to you.)**

Electric Power:

~ These are PREMIUM spots in high traffic areas.

____ YES – (Please provide additional booth fee of $10.) ____ NO

Check in Time:

In order to control congestion, we offer a number of different check-in windows. Please note: these check in times are on a first come first serve basis.

***FRI*: ___ 4pm-6pm ___ 6pm-8pm *SAT*: ___ 8am-9am ___ 9am-10am ___ 10am-11am**

****FREE Friday night check-in and setup is a GREAT option, there will be less traffic than on Saturday morning, there is direct booth access & we provide security the entire night before Community Day. We highly encourage vendors to setup their tents & booths on Friday night.****

Please make sure that your check reflects ALL amounts pertaining to your booth order (example: extra booth or electric power).

Make checks payable to: Town of Mount Hope

Mail completed application to: Mount Hope Supervisor
1706 Route 211 West
Otisville, NY 10963

Contact Information/Questions: _____
_____

Email: *communitydayinfo@townofmounthope.org*
Website: www.townofmounthope.org/community/day

Vendor Application ~ Continued

Vendors are responsible for providing their own tent(s) to cover their food service area if they require one.

Generator Required: (Must bring your own generator!)

_____ Yes _____ No

Orange County Board of Health Permits:

The Orange County Board of Health will be at the event. All vendors are required to have all necessary permits needed, and are subject to inspection. If the Board of Health determines a vendor is not in compliance and a vendor is shut down, no refund of vendor fees will be issued.

Garbage Removal:

Town of Mount Hope Community Day staff will provide pickup of BAGGED garbage at each food vendor booth throughout the day. At the end of the day, vendors are responsible for cleaning their vendor space and leaving the area clean. Vendor booth areas requiring cleanup by the staff after the event are subject to a cleaning fee and /or revoking of vendor privileges.

_____ I Understand and Agree

Hot Water / Oil Disposal:

At no time should hot water or oil be dumped on the grass in your vendor booth, this will destroy our fields and kill the grass. Vendors should take any waste products with them for appropriate disposal. Damaged areas found due to this are subject to fine and/or revoking of vendor privileges.

_____ I Understand and Agree

Signature: _____ Date: _____

Make Checks Payable to: **Town of Mount Hope**
Mail Completed Application to: **Mount Hope Supervisor**
1706 Route 211 West
Otisville, NY 10963

The Special Events Committee reserves the right to decline any application.
Applications must be returned with vendor contract (attached).

Please Complete Reverse Side



Vendor Contract

This agreement made between the Town of Mount Hope , a municipal corporation having its principal place of business at 1706 Route 211 West, Otisville, New York 10963, (hereinafter referred to as the "Town"), and _____ having its principal place of business at _____, (hereafter referred to as the "Vendor"), is for vendor space at the Mount Hope Community Day scheduled for **July 15, 2017**.

This agreement is valid only for **July 15, 2017** and the event's rain date of **July 16, 2017**.

1. Vendor will **only** sell the following product(s): _____
   _____
   _____
   _____
2. Vendor is responsible for set up and removal of all vending materials. Vendor shall remove all vending materials from the event site by the day following the event.
3. Vendor is solely responsible for obtaining all necessary and appropriate Health Department permits.
4. Vendor is solely responsible for all excise and state sales tax.
5. Vendor shall set up by 11:00 a.m. on the **15th day of July, 2017**, or the **16th day of July, 2017**, as applicable.
6. Vendor must be present during all hours of operation. Hours of Operation are: **July 15, 2017** from 12:00 p.m. to 10:00 p.m.; or, on the rain date of **July 16, 2017** from 12:00 p.m. to 10:00 p.m.
7. Vendor will permit only its employees to handle, prepare or sell its products.
8. Vendor will obtain liability insurance coverage for the event which will also name the Town as an additional insured on the policy. This certificate must be submitted with this application. The liability policy will provide liability coverage in the minimum amount of $1,000,000.00.
9. Vendor must supply its own equipment.
10. All items presented and displays used **MUST** be suitable for a family audience.
11. While the Town will make every effort to produce a successful event, it cannot warrant the level of attendance, weather conditions, sales or other circumstances beyond our control. To the extent permitted by law, Vendor herby agrees to protect, indemnify, defend and hold harmless Town and their representative volunteers and/or sponsors against all claims, losses or damages to persons or property and costs (including reasonable attorney's fees), arising out of or connected with this event, including but not limited to, the installation, removal, maintenance, occupancy or use of Town property by Vendor, except those claims arising out of sole negligence or willful misconduct of Town.

Town of Mount Hope

By: _____
Chad J. Volpe, Supervisor

Vendor: _____

By: _____

_____As its: _____