



# TOWN OF OSSINING

*The Volunteer Spirited Town*

16 CROTON AVENUE  
OSSINING, N.Y. 10562

PHONE: 914-762-6000 FAX: 914-762-0833



## Earth Day / Stash The Trash 2011

**April 30, 2011 – 11 am to 5 pm – Louis Engel Waterfront Park**

### Vendor Contract

Organization/Vendor Name: \_\_\_\_\_

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

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

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

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell/Emergency Phone: \_\_\_\_\_

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

Website: \_\_\_\_\_

Type of merchandise or service to be sold (please give brief description): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exhibitor space is 10'x10'.

#### **EXHIBITOR CATEGORIES**

#### **COST**

Non-Profit Organizations

*FREE*

Food

*FREE*

Merchandise

*FREE*

We Will Need Electricity       Yes       No

**\*\*\* PLEASE SIGN AND RETURN BOTH PAGES OF THIS CONTRACT \*\*\***



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### **Vendor Contract (cont.)**

#### **PETS:**

- Vendors are NOT allowed to bring pets.

#### **FOOD VENDORS:**

- Have your Food Permit available in your booth. Please contact the Westchester Board of Health for a **Temporary Permit** at [www.westchestergov.com/health](http://www.westchestergov.com/health)

#### **SALES TAX:**

- Please bring your New York State Sales Tax permit and have it available during the event.

#### **ELECTRICITY:**

- Electricity is available on a limited basis. Please indicate on the contract if you need electricity.

Vendor Signature: \_\_\_\_\_

Print Vendor Name: \_\_\_\_\_

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

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

Send the completed form to:  
Town of Ossining  
Catherine Borgia  
16 Croton Avenue  
Ossining, NY 10562

***SEE YOU APRIL 30<sup>th</sup> – RAIN OR SHINE!!***



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### Rules and Regulations

#### **VENDOR APPLICATION:**

- Application entitles Vendor to a 10'x10' space at the event. **There is limited access to electricity.**
- The Town will supply tables. Vendors will supply all other needed equipment.
- You will be receiving a confirmation letter from the Town prior to the date.

#### **SETUP:**

- Booth setup may begin at 9:00am on Saturday, April 30, ending at 10:30am.
- It is your responsibility to securely anchor your booth (e.g., sandbags).

#### **HOURS:**

- The Event opens to the public at 11:00am on Saturday, April 30 and closes at 5:00pm.
- Vendors **MUST REMAIN** operational until 5:00pm.

#### **RESTRICTED ITEMS:**

The following items will **NOT** be allowed at **ANYTIME** during the Event. If we find these items being sold from any vendor booth, that vendor will be asked to leave immediately.

- Silly String.
- Toy or Water Guns.
- No live animals without consent from the Earth Day Event Committee.
- Firecrackers, poppers, or any other harmful fireworks.
- Any illegal items.

**In addition to items listed above, the Earth Day Event Committee reserves the right to prevent a vendor from selling or distributing any item dangerous or inappropriate.**