



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 / Free-a-Tree

April 21, 2012 – 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	\$10.00
Food	\$10.00
Merchandise	\$10.00

We will need Electricity _____ Yes _____ No

We will need a Table (2' x 5') _____ Yes _____ No

We will do a Stage Demonstration/Presentation _____ 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

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.

STAGE DEMONSTRATION/PRESENTATION:

- A program that consists of presentations, workshops on stage. Please indicate if you would like to do a Stage Presentation of 15 minutes maximum run-time.

Vendor Signature: _____

Print Vendor Name: _____

Phone: _____ Email: _____

Date: _____

Send the completed form to:

Town of Ossining
Earth Day - Susanne Donnelly
16 Croton Avenue
Ossining, NY 10562

SEE YOU APRIL 21st – 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 21, 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 21 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.

ENVIRONMENTALLY SOUND PRACTICES ARE ENCOURAGED – creating and selling merchandise, using recycled and/or sustainable materials or products, generating greener and healthier lives. (i.e., Use of Styrofoam is discouraged)

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.