



TOWN OF OSSINING

The Volunteer Spirited Town

16 CROTON AVENUE
OSSINING, N.Y. 10562

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



Earth Day

April 19th, 2014 – 11 am to 4 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 CATEGORIES

COST

Exhibitor space is 10'x10'.

- | | |
|----------------------------|---------|
| • Non-Profit Organizations | \$10.00 |
| • Food | \$10.00 |
| • Merchandise | \$10.00 |

Will you need Electricity? _____ Yes _____ No

If you are an Exhibitor, will you need a Table (2' x 5')? _____ Yes _____ No

What are you/your brand/your company doing to contribute to sustainability? Please check all that apply.

(This will help us promote you/your work both before and at the event. We'll create a "tent"/"rider" to mount as part of your display/tabling materials)

- () offering eco-friendly products
- () using sustainably-sourced materials
- () using locally-sourced materials/ingredients
- () providing active lifestyle services
- () promoting environmental advocacy
- () offering service that provide/promote energy-efficiency

***** 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.

TENTS:

- We do not supply tents but highly encourage their use. Sand bags should be considered due to the proximity of the park to the Hudson River.

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

Help Make This Year's Earth Day Event ZERO-WASTE

We ask all vendors to respect this goal & abide by these simple guidelines:

- **Bags** – no single-use plastic bags – please stock up on brown paper bags/boxes for folks to use if/as needed
- **Water Bottles** – none that are made of plastic
- **Food Service Ware** (cups, plates, utensils) needs to be compostable or recyclable

SEE YOU APRIL 19th – 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 on a first-come, first-served basis. 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 19, 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 19 and closes at 4:00pm.
- Vendors **MUST REMAIN** operational until 4:00pm.

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.

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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.