

Greater Haverstraw Chamber of Commerce, Inc.

P.O. Box 159 - Haverstraw, NY 10927

(845) 215-0303

info@haverstrawchamber.org

Dear Exhibitor/Vendor:

Join us for the **9th Annual Haverstraw International Street Festival** to be held in the Village of Haverstraw, New York on **Sunday, September 26, 2010**, 11:00am to 5:00pm - *rain or shine*.

Festival Location: Main Street and Broadway, Haverstraw, New York.

The public pays no admission charge. The International Festival will feature live world music and dance, a variety of ethnic foods and products and a full day of fun for people of all ages.

You, the visiting artists, artisans, antique dealers, crafts people and vendors are invited to show and sell your quality antiques, handcrafts and ethnic foods. It is our hope that vendors' goods will fit into the international theme of our Festival. You will join a growing community of resident shops and restaurants in making this event an exciting one-day open-air funfest. The Chamber promotes its Festival by way of posters, handbills, radio and/or cable announcements and newspaper advertising.

IMPORTANT PRICING NOTE: There will be **NO PRICE INCREASE for 2010**, however the early registration dates will be strictly held, so get your payment in on time!

Early Registration – By July 31, 2010			
Artist/Craftsman - \$75	Retail - \$150	Food Vendor - \$250	NonProfit - \$50

Regular Registration – After July 31, 2010			
Artist/Craftsman - \$125	Retail - \$225	Food Vendor - \$350	NonProfit- \$100

- *Artists/Craftsman must submit 2 photographs (Product and Booth)
- All food vendors will be selected so as to minimize duplication of foods
- Chamber member discount - 50% (Call 845-215-0303 to verify current membership)
- Walkups on day of the Festival - additional \$100.00 processing fee (CASH ONLY)
- Non-profit organizations can booth share*
- Returned Check Fee - \$50.00

- **APPLICATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT**
 - **NO POST DATED CHECKS WILL BE ACCEPTED**

To ensure space at the 9th Annual Haverstraw Street Festival on September 26, 2010, complete the Vendor Application and Contract and return them as soon as possible.

**Both organizations must show proof of non-profit status to qualify for booth sharing.*

Rules for Exhibitors/Vendors *(please read carefully)*
9th Annual Haverstraw Street Festival - September 26, 2010

ALL VENDORS

You must provide a copy of your NYS Sales Tax Certificate along with your completed application. If you do not have one, call New York State's Dept. of Taxation & Finance at 1-800-225-5829. Ask for form DTF #1-7 and keep in mind it can take a month or more to obtain your tax certificate. Alternatively, visit the local office in Rye, New York.

FOOD VENDORS

You must obtain a permit from the Rockland County Department of Health. They can be reached at (845) 364-2600, 364-2603 or 364-2606 for application and information. A copy of this permit must be filed with the Chamber of Commerce **NO LATER THAN 10 DAYS BEFORE THE FESTIVAL.**

EVIDENCE OF INSURANCE

Certificates of Insurance for **food vendors, rides and certain hands-on products and games for children** must be submitted to the Chamber no later than 10 days prior to the event and must evidence Comprehensive General Liability with limits not less than \$1,000,000 per occurrence / \$2,000,000 aggregate, and statutory Workers' Compensation Insurance. The Certificate must name the Greater Haverstraw Chamber of Commerce, Inc. as '**Additional Insured**'. If you are uncertain about whether an insurance certificate is required, please contact us.

ALL PARTICIPANTS

Setup begins at 8:00am and must be completed by 10:00am. Exhibitors provide their own display. Late arrival (after 10:00am) to the Festival may forfeit your designated space. You will be placed at the discretion of Festival Management.

Note: ELECTRICITY will NOT be provided. Noisy generators will also NOT be tolerated. At the discretion of Festival management, noisy generators will be turned off.

Complete and return the following applicable items to:

Greater Haverstraw Chamber of Commerce, PO Box 159, Haverstraw, NY 10927

- ***Completed and signed Vendor Application and Contract with payment***
- ***Certificate of Insurance***
- ***NY State Sales Tax certificate***
- ***All Food Vendors must provide a copy of your Dept. of Health permit***
- ***All Artists/Craftsman must submit two (2) photographs. One of booth and one of product.***
- ***Notification and acceptance will be e-mailed to you upon receipt of paperwork and payment. Photos won't be returned unless postage paid envelope is provided.***

PAYMENT METHODS

- Prior to September 1, 2010 – Payment in full, payable by check or money order
- After September 1, 2010 – Payment in full, payable in cash, certified check or money order
- Day of Festival – Payment in full, payable in **CASH ONLY**
- A \$50.00 bank fee will be applied to any returned checks

We look forward to receiving your Greater Haverstraw Chamber of Commerce, Inc. Festival application.
We hope you'll join us for a fun and profitable day!

Vendor Application & Contract

9th Annual Haverstraw Street Festival - September 26, 2010

Complete entire application, sign contract and return to the Chamber of Commerce at:
PO Box 159, Haverstraw, NY 10927
(Earlybird Deadline – July 31, 2010)

Company Name _____

First Name _____ Last Name _____

Partnerships must choose the name of one partner for purposes of this form

Street Address _____

City _____ State _____ Zip _____

Telephone# _____ Fax# _____

E-mail _____ Website _____

Describe your product or craft _____

Artists/Craftsmen must include 2 photographs (Products and Booth)

If a Food Vendor, what food? _____

New York State Sales Tax Number _____

Copy of your NYS Sales Tax Certificate must accompany application

Vehicle Make & Year _____ Plate No. _____ State _____

This information is required by The Village of Haverstraw Police Department

Description of Booth

All spaces are approximately 10' X 15'

Vendors must provide their own tables, chairs and canopies.

For Chamber Use Only			
Payment	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	<input type="checkbox"/> Certified Check
Amount \$ _____	Check # _____	Date _____	
<input type="checkbox"/> Artist/Craft	<input type="checkbox"/> Retail	<input type="checkbox"/> Food	<input type="checkbox"/> NonProfit*

*Both organizations must complete application in order to qualify for booth sharing.

Vendor Application & Contract

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Complete entire application, sign and return to the Chamber of Commerce at:
PO Box 159, Haverstraw, NY 10927
(Earlybird Deadline – July 31, 2010)

- 1) The Vendor shall occupy only the space assigned by the Chamber of Commerce.
- 2) The Chamber of Commerce has the right to prohibit conduct, which it deems deleterious to the Festival and may remove any Vendor it feels causes undue disruption.
- 3) The Chamber's sole obligation is to provide a designated space to the Vendor, which shall be determined solely by the Chamber. Early registrants will be given consideration for requested location.
- 4) The Vendor's inability to appear at the Festival for any reason will not result in any refund.
- 5) There is no rain date for the Festival. No refunds will be made due to inclement weather.
- 6) The Vendor is responsible for the delivery, handling, erection and removal of display booth and materials, along with any garbage generated.
- 7) By signing this agreement, the Vendor also agrees that the Vendor shall indemnify, defend and hold harmless The Greater Haverstraw Chamber of Commerce, Inc., its employees, agents, assigns, officers and directors; as well as the County of Rockland, the Town of Haverstraw, the Village of Haverstraw and their departments and any other municipal authority, from and against all claims, liabilities, damages and expenses (including reasonable attorney fees) for any death, personal injury, or property damage, arising out of, caused by, or otherwise related to the Vendor's participation in the Festival and acts or omissions of Vendor, its agents or employees.
- 8) The Vendor is solely responsible for the payment of NYS Sales Tax and must have a current NYS Sales Tax Number and certificate. Contact the NY State Dept. of Taxation & Finance at 1-800-225-5829. Ask for form DTF #1-7. A copy of the certificate must be filed with the Vendor Application but not later than 10 days before the Festival.
- 9) It is the sole responsibility of the Food Vendor to obtain the proper permit from the Rockland Department of Health (845) 364-2600 or 2606. Failure to obtain the permit will not entitle the Vendor to a refund unless the Chamber receives notice of cancellation ten days before the day of the Festival.
- 10) Selling, sharing or dividing booth space is not permitted without written approval from the Chamber. Any Vendor sharing space without written approval must pay a sharing fee of \$125.
- 11) Noisy generators will not be tolerated. At the discretion of Festival Mgt they will be turned off.
- 12) Late arrival to Festival: Arrival after 10:00 AM may forfeit original booth assignment. You will be placed at the discretion of the Festival management.
- 13) The Festival ends at 5:00 PM. Vendors must stop selling at that time. Village of Haverstraw Police Dept. will strictly enforce. Under no circumstances are Vendors to break down their booths before the 5:00 PM Close.
- 14) Food vendors may not hook up to fire hydrants for water source, by order of the Haverstraw Fire District.

Vendors must complete Application & Contract and sign below.
UNSIGNED CONTRACTS WILL NOT BE PROCESSED

Vendor:

Vendor Signature

Date

Vendor Name (please print)