



2 Todd Place □ Ossining, NY 10562
Tel (914) 941-0009 □□Fax (914) 941-0812
www.ossiningchamber.org
info@ossiningchamber.org

39th Annual Ossining Village Fair - June 8th, 2019

January 2019

Dear Vendor:

Please find attached the 2019 Ossining Village Fair application and vendor agreement for participation in the 39th Annual Ossining Village Fair. This year's exciting event will be held on **Saturday, June 8th, 2019** (rain date Sunday, June 9th) on Historic Main Street in Ossining, New York. Hours for vendor set-up are 7:30 am to 9:30 am, with the Fair kicking-off at 10:00 am and ending at *4:00 pm.

We are planning our best Fair yet with loads of entertainment, exhibitors, performances, culinary delights, and children's rides. Over 10,000 people came to the Fair in 2018 and a wonderful time was had by all! The Ossining Village Fair is one of the best and sought after events in the Historic Hudson Valley. We look forward to your participation this year.

Every year the competition for booth space grows and last year's Fair was sold out. Please read all of the following guidelines and complete your Fair application as soon as possible. Members of the Greater Ossining Chamber of Commerce are entitled to a 10% discount on vendor space. If you are not a member, this may be a good time to consider joining our outstanding organization.

To secure your booth space, please make checks payable to: Greater Ossining Chamber of Commerce or visit the Chamber Village Fair page on our website at <https://ossiningchamber.org/?p=2811> to make payment via credit card.

Both check and credit card payments require a completed application which may be mailed, faxed, or e-mailed to:

Greater Ossining Chamber of Commerce- Attention: Village Fair
2 Todd Place, Ossining, NY 10562
Fax 914.941.0812 john@ossiningchamber.org

If you have questions, please do not hesitate to contact us at 914.941.0009 or visit the Chamber's website at <https://ossiningchamber.org/?p=2811> to view Fair information, download additional applications, or make a payment via credit card.

We look forward to another marvelous Fair as we showcase our beautiful Historic Downtown and all Ossining has to offer.

Sincerely,

Dr. Gayle A. Marchica, President
Greater Ossining Chamber of Commerce



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39th Annual - Ossining Village Fair - June 8, 2019 Vendor Agreement

Organization/Vendor Name _____
 Contact Person _____
 Mailing Address _____
 City _____ State _____ Zip _____ Cell Phone _____
 Email _____ Website _____ Social Media _____

Brief description of merchandise to be sold. *First time vendors please provide picture(s) of merchandise to be sold.* _____

***Vendor space is 10'x10' - continuous ½ space will be charged additional 50% of full price**

VENDOR CATEGORY	CHECK ONE	Prior to March 1st	After March 1st	After April 1st
Non-Profit Organizations		\$135.00	\$160.00	\$175.00
Artists and Craftspeople		\$175.00	\$210.00	\$225.00
Merchandise/All other vendors		\$215.00	\$235.00	\$255.00
Food Vendors (bring food permit)		\$250.00	\$285.00	\$300.00

I will need electricity Yes _____ No _____ \$10.00 additional fee	*Only 20 spots available	Note: You will need to bring a 100' cord			
Payment Method	# of Spaces	STRIPE Confirmation #	Check #	Date	Amount
Credit Card Payment			Leave Blank		
Check Payment		Leave Blank			

Visit the Chamber website at <https://ossiningchamber.org/?p=2811> for Credit Card Payment
 Note: Please submit check or STRIPE payment confirmation with this application.

I understand and will adhere to the Guidelines & Regulations as outlined in this application.

Vendor Signature _____ Date _____



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39th Annual Ossining Village Fair 2019 – Guidelines & Regulations

VENDOR FEES

- Vendor fee **must** accompany a signed agreement form. The vendor understands once the contract is received, the fee is refundable less \$100.00 up to May 1st. After May 1st, 2019, there will be no refunds.
- Fee entitles vendor to a 10x10 space at the Fair.
- Half-space will be charged an additional 50% of the full booth price.
- There is limited access to electricity with an additional fee of \$10.

SETUP

- Booth setup may begin at 7:30 am on Saturday, June 8th and end by 9:30 am.
- Once unloaded- VEHICLES WILL NOT BE ALLOWED WITHIN THE FAIR AREA during operating hours.
- Fair management **does not supply** tables, chairs, or tents.
- Safety is important and your tent/canopy **must** be securely anchored. This will prevent your tent from becoming airborne in the event of high winds.

ELECTRICITY

- Electricity is available on a **limited basis** and there is a \$10 fee. Please indicate on the agreement if electricity is needed. If electricity is requested, vendors are required to bring a 100' cord on Fair day.
- Electricity **will not** be available Fair day if not indicated on the vendor agreement form.

HOURS & INCLEMENT WEATHER

- The Fair opens to the public at 10:00am on Saturday, June 8th and closes at 4:00 pm.
- Vendors **are expected to remain** operational until 4:00pm.
- In the event of inclement weather, the Fair rain date is Sunday, June 9th. Vendors will be contacted very early morning if cancellation is necessary.



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RESTRICTED ITEMS

- Counterfeit merchandise.
- Toy or Water Guns, Silly String, or any object with projectiles.
- No live animals without consent from the Village Fair Committee.
- Firecrackers, poppers, or any other combustible objects.
- The Fair Committee reserves the right to prevent a vendor from selling or distributing any item deemed dangerous or inappropriate.

PETS

- Vendors are **not** permitted to bring pets or other live animals without Village Fair committee permission.

FOOD VENDORS

- **MUST** purchase a **temporary food permit** for the Fair. The Westchester County Board of Health will monitor food permits on Fair day. Please have your food permit available for inspection. You can obtain a temporary permit by contacting the Westchester County Board of Health at www.westchestergov.com. Should you prefer a personal visit, the office is located at 25 Moore Ave, Mount Kisco, NY 10549 and the office telephone number is 914.813.5000.

SALES TAX

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

SOCIAL MEDIA

- Follow the Ossining Village Fair on Social Media
- @ossiningchamber #ossiningfair #ossining #inossining
- Let us know your feeds when you complete the application and we'll tag you...



** By June 5th, the Fair Committee will email (or postal mail) directions to the Village of Ossining, your booth number, entrance pass, Fair map, and other reminders.*

**Questions? Contact John Girolamo, Village Fair Coordinator, 914.941.0009 or
John@ossiningchamber.org/info@ossiningchamber.org**