



Ossining Summer Waterfront Concert Series & Food Truck Fridays - Vendor Application

May 2019

Dear Vendor:

Please find attached the **2019-Ossining Summer Waterfront Concert Series & Food Truck Fridays–Vendor Application**. This application is specific to vendors applying for space in the Beer/Wine Garden and Food specialty area of the Concert series. This year's Waterfront Concerts will be held on **July 3rd-Independence Day Fireworks (Rain date July 8th), July 5th, 12th, 19th, 26th, August 9th, 16th, 23rd, and 30th**, at Louis Engel Park Waterfront Park on the Hudson River, 1 Westerly Road, Ossining, NY 10562. Vendor set-up begins at 4:00pm with Food Truck Fridays kicking-off at 5:00 pm and the Concert beginning at 7:00 pm. Vendors are expected to stay until the end of the Concert.

This year, there will be a **Beer/Wine Garden** and **Specialty Food Area** of the Waterfront Concert Series. We anticipate the vendors in this area will be spectacularly received by concert goers and the place will be hopping with great food and entertainment. There will be local business exhibitors, kids games, and a great vibe on our magnificent Waterfront. Ossining has proven to be a special place and we would love to have you as part of this year's festivities. Additionally, the Concert Series will be heavily promoted via social media and other media venues. You can help by providing your Twitter, Instagram, and Facebook hashtags/handles and using your own social media to help further promote to your followers & fans.

Please complete the attached application and mail, email, or fax to the Greater Ossining Chamber of Commerce. You may send a check with your application via snail-mail as indicated below.

Greater Ossining Chamber of Commerce c/o Concert Series
2 Todd Place, Ossining, NY 10562
Fax: 914.941.0812 Email: ossiningchamber@gmail.com
(Subject: Concert Vendor Application)

If you would prefer payment via credit card, you may use the Waterfront Concert Series link on the Chamber of Commerce website at www.ossiningchamber.org. Please note, vendors/food trucks will be selectively chosen by the Concert Series Committee and local businesses will be given first preference.

If you have questions, please do not hesitate to contact the Chamber office at 914.941.0009 weekdays, between the hours of 11:00 am and 1:00 pm or send an email to ossiningchamber@gmail.com.

We look forward to your participation this year and let us know of other vendors interested in becoming part of this amazing Summer event.

Sincerely,

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



Ossining Summer Waterfront Concert Series & Food Truck Fridays - Vendor Application

Vendor Name _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Cell Phone _____

Email _____ Website _____

Facebook, Twitter, Instagram- Hashtag/Handle _____

Brief description of food/alcohol to be sold: _____

***Check applicable dates below. Note: Each Vendor may sign-up for a maximum of 4 concerts @\$600 in addition to July 3rd Fireworks night @\$250. The fee for individual Concert dates is @\$175 per night.** Please complete the attached application and mail, email, or fax to the Greater Ossining Chamber of Commerce before June 17th. You may send a check with your application via snail-mail to: Greater Ossining Chamber of Commerce c/o Concert Series, 2 Todd Place, Ossining, NY 10562, Fax: 914.941.0812 or Email: ossiningchamber@gmail.com **(Subject: Concert Vendor Application.)** If you would prefer payment via credit card, you may use the Waterfront Concert Series link on the Chamber of Commerce website at www.ossiningchamber.org.

Vendor Category	Vehicle Dimensions	7/3	7/5	7/12	7/19	7/26	8/9	8/16	8/23	8/30
		*\$250								
Food One (10x10 tent)	LEAVE BLANK									
Food Trucks										
Beer or Wine	LEAVE BLANK									

Note: You will need to bring power source, water, and lighting.					
Payment Method	# of Spaces	STRIPE Confirmation #	Check #	Date	Amount
Credit Card Payment			Leave Blank		
Check Payment		Leave Blank			

IMPORTANT: 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 _____



Ossining Summer Waterfront Concert Series & Food Truck Fridays - Vendor Requirements

INSURANCE AND PERMITS

- **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.
- If serving **wine or beer** you must secure a **New York State Liquor Authority (SLA) permit** to serve at the Concert Series.
- A current **Certificate of Insurance** in the amount of \$1,000,000 is required for all vendors naming the **Town of Ossining and the Greater Ossining Chamber of Commerce as additional insured.**
- Submit with your documents the attached Town of Ossining Insurance Form
- Please bring your **New York State Sales Tax permit** and have it available during the Concert Series.
- Food Trucks must be licensed to sell in Westchester County.
- Permits and Insurance are to be submitted with the Vendor application and visibly posted on vendor vehicle or tent during Concert operating hours.
- The Town of Ossining will provide ID cards for each participating vendor.
*Note: Certificate of Insurance, Food Permit, Town of Ossining Insurance Form, and SLA Permit (if applicable) are to be submitted with the vendor application.

SETUP and TAKEDOWN

- Vendors will be assigned a space in advance and enter via Westerly Road. Specific instructions and a map will be distributed prior to your assigned Concert. Further instructions to follow.
- Setup begins at 4:00 pm and vendors must stay until the conclusion of the event.
- Concert management **does not supply** tables, chairs, tents, electricity, generators, or water. This is the responsibility of each vendor.
- Ossining is committed to a green agenda and preserving the environment. Vendors are **required** to use appropriate compostable serving containers.



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- 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.
- Signage with menu and visible pricing is required.
- All trash and cooking oils must be taken away upon vendor departure. **DO NOT DUMP OILS ON THE GROUND.**

HOURS & INCLEMENT WEATHER

- The Concert will only be moved to a rain date in the event of inclement weather at the discretion of the Waterfront Concert Committee.
- In the event of inclement weather prediction, vendors will be contacted as early as possible to avoid unnecessary travel.

NOTE: Arrangements should be made by Vendor to staff booth or truck on rescheduled date.

SOCIAL MEDIA

- Follow the Ossining Waterfront Concert Series on Social Media
- @ossiningconcerts #ossiningconcerts #ossining #ossiningchamber @townofossining
- Help us get the word out. Let us know your hashtags/handle when you complete the application and we'll tag you...

** By June 30th, the Concert Committee will email (or postal mail) directions to the Concert Series, your space assignment, entrance pass, concert map, and other reminders.*

Questions? Contact the Greater Ossining Chamber of Commerce
914.941.0009 ossiningchamber@gmail.com