



109 Croton Avenue-Suite #250  
Ossining, NY 10562  
Tel (914) 941-0009 Fax (914) 941-0812  
[www.ossiningchamber.org](http://www.ossiningchamber.org)  
[ossiningchamber@gmail.com](mailto:ossiningchamber@gmail.com)

Village Fair Application-2022

## 40th Ossining Village Fair Application June 11th, 2022

March 2022

Dear Vendor, Business Owner, and Food Trucks,

Please find attached the 2022 Ossining Village Fair application and vendor agreement for participation in the 40<sup>th</sup> Ossining Village Fair. This year's exciting event has been scheduled for **Saturday, June 11th, 2022** (rain date Sunday, June 12th) 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 to the public at 10:00 am and closing at 5:00 pm.

This magnificent event will feature loads of entertainment, exhibitors, artisans, culinary delights, and a newly featured Kids Zone. Over 5,000+ people attend the Fair and a wonderful time is inevitably had by all! The Ossining Village Fair is one of the best and sought after events in the Historic Hudson Valley and we look forward to hosting your business as a participant this year.

Every year the competition for booth space grows and in recent years the Fair was sold out! Please complete the attached application to secure your Fair space. As a benefit, Greater Ossining Chamber of Commerce members in good standing are entitled to a 10% discount and Main/Spring Street businesses may reserve a space FREE-of-Charge no later than May 1, 2022. If you are not a Chamber member, this may be a good time to consider joining our outstanding organization to further promote your business and better engage with fellow business owners and the community. Visit our website at <https://ossiningchamber.org/join-the-chamber/> for information.

If you have questions, please do not hesitate to contact us at 914.941.0009/ossiningchamber@gmail.com or visit the Chamber's website at <https://ossiningchamber.org/?p=4025> to review Fair information, download additional applications, insurance forms, or make a payment via credit card.

We look forward to your participation this year as we showcase our beautiful Historic Downtown and all the wonderful Village of Ossining has to offer our community and visitors.

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



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Organization/Vendor Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_ Social Media \_\_\_\_\_

Brief description 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	Vendor Fee	Chamber Member Check Payment Before May 1st
Main/Spring Street Business		No Fee	Leave Blank
*Paid 2019			Leave Blank
Non-Profit Organizations		\$175	157.50
Artists and Craftspeople		\$175	157.50
Merchandise/All other vendors		\$245	220.50
Food Vendors-Westchester County Permit Required		\$275	247.50
Beverage Vendors-SLA Permit Required			

Electricity Yes _____ No _____ \$10.00 additional fee	*Only 20 spots available	Note: You will need to bring a 100' extension 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=4025> for Credit Card Payment Note: Please submit a check or STRIPE payment confirmation with this application. I understand and will follow the Guidelines & Regulations as outlined in this application.

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_



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# VENDOR REQUIREMENTS

## PAYMENT

*Payment may be made via check or credit card:*

- Mail your check along with the signed Application, Village of Ossining Insurance Form, and Certificate of Insurance \*(food & alcohol vendors) to the Greater Ossining Chamber of Commerce, 109 Croton Avenue, Suite #250, Ossining, NY 10562.
- Credit card payment may be made via the website <https://ossiningchamber.org/?p=4025> and you may mail or email the application and required insurance forms to [ossiningchamber@gmail.com](mailto:ossiningchamber@gmail.com) Subject: Village Fair 2022

## FOOD PERMITS

- Food vendors may obtain a temporary food permit by contacting the Westchester County Department of Health - Bureau of Public Health Protection Mount Kisco Central Office, 25 Moore Avenue, Mount Kisco, NY 10549  
Phone: 914-864-7330 <http://health.westchestergov.com/>
- Food Trucks are required to have and display a current Westchester County Food License.

## INSURANCE

- **FOOD & ALCOHOL VENDORS** must submit a current Certificate of Insurance in the amount of \$1,000,000. The Description of Operations/Locations/Vehicles section on the COI must include the following: **Booth Operations of the Name Insured:** *Business Name;* **Event Name:** *2022 Ossining Village Fair;* **Event Date:** *June 11th, 2022- Rain Date June 12th, 2022.* The certificate holders are added as additional insured, but only for liability caused, in whole or part, by the acts or omissions of the named insured. Certificate Holders: Village of Ossining, 16 Croton Avenue, Ossining, NY 10562 and Greater Ossining Chamber of Commerce, 109 Croton Avenue, Ossining, NY 10562. (Owner/Lessor of Premises).  
NOTE: Please let us know if assistance is needed with the above certificate.
- **ALL VENDORS MUST SUBMIT** complete, sign and date the enclosed Ossining Vendor Insurance Agreement and return with your application.



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### CHECKLIST

- Vendor Application-Completed, signed, & forwarded to Chamber of Commerce *with...*
- Valid Westchester County Food License & SLA Permit (as applicable) -submit with application & payment
- Food & Alcohol Vendors: Certificate of Insurance - with required verbiage outlined in "insurance" above. See attached sample.
- State Liquor Authority (SLA) Sale or Marketing Permit (as applicable)
- Ossining Vendor Insurance Agreement - completed by ALL VENDORS as outlined in "insurance" above. See attached.
- Payment to the Greater Ossining Chamber of Commerce on website via credit card or mail check as indicated in the payment section.

Note: Vendor space not reserved until all required documents and payment are received.

### FAIR ARRIVAL, SETUP & TAKEDOWN

- Booth setup begins at 7:30 am on Saturday, June 11th and ends at 9:30 am.
- Once unloaded- VEHICLES WILL NOT BE ALLOWED WITHIN THE FAIR AREA during operating hours. Nearby parking is available.
- Vendors supply tables, chairs, or tents.
- Safety is important and your tent/canopy must be securely anchored.
- Signage with pricing is required.

### HOURS & INCLEMENT WEATHER

- The Fair opens to the public at 10:00am on Saturday, June 11th and closes at 5:00 pm.
- Vendors are expected to remain operational until 5:00pm.
- In the event of inclement weather, the Fair rain date is Sunday, June 12<sup>th</sup>.



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### RESTRICTED ITEMS & BEHAVIOR

- 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
- Vendors may not leave their booth area to solicit fairgoers for any reason.

### OSSINING'S GREEN AGENDA

- Ossining is committed to a green agenda and preserving the environment.
- Vendors are **required** to use appropriate compostable serving containers.
- All trash and cooking oils must be taken away upon vendor departure.  
DO NOT DUMP OILS ON THE GROUND or IN THE GRASS.

### SOCIAL MEDIA

- Follow the Ossining Village Fair on Social Media  
[#ossiningchamber](#) [#ossiningfair](#) [#ossining](#) [#inossining](#) [#ossiningtourism](#)  
[#westchestercountytourism](#) [#visitossining](#) [#destinationossining](#)

\* By June 6th, the Fair Committee will email directions to the Village of Ossining, your booth number, entrance pass, Fair map, and other reminders. Questions? Contact the Greater Ossining Chamber of Commerce, 914.941.0009 or [ossiningchamber@gmail.com](mailto:ossiningchamber@gmail.com) "Subject" - Village Fair

