

**Greater Ossining Chamber of Commerce
North State Road Business District
Spooktacular & Drive-In Movie
Exhibitor, Vendor, & Sponsor Application, Guidelines & Regulations - 2021**

Business Name _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Cell Phone _____ Email/Website _____

Facebook, Twitter, Instagram-Hashtag/Handle _____

Brief description of display items or food (restaurants/food trucks only) to be sold or given away: _____

Payment method: Check _____ Credit Card: _____

- **EMAIL or FAX** a completed application and required documentation to the Greater Ossining Chamber of Commerce - c/o Spooktacular 2021
109 Croton Avenue-Suite #250, Ossining, NY 10562. Fax: 914.941.0812
ossiningchamber@gmail.com * **Email subject line: Spooktacular Application 2021**
- Credit card payment is preferred via the *Spooktacular & Drive-In Movie* exhibitor/business/sponsor event link on the Chamber of Commerce website at www.ossiningchamber.org
- Please include the business name with your payment.
- Participation may not be confirmed until payment and required paperwork is received.

Participation Level		Check All that Apply	What is your SPOOKTACULAR Halloween Themed "Trunk or Treat" Giveaway?
Sponsor	\$250 (10x10 Tent, Food Truck, Performance)		
Exhibitor	\$75 (Max. 6 ft. Table)		
Food Vendor	\$100 (Tent/Equipment, Truck)		

Will you need Electricity? yes _____ no _____

IMPORTANT: I understand and will follow the Guidelines & Regulations as outlined in this application.

Vendor/Exhibitor Signature _____ Date _____

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BUSINESS & ORGANIZATION PARTICIPATION LEVELS

Event Sponsor (\$250)

1. One tent space (10' x 10') at the event
2. Preferential tent/booth location
3. Partner logo displayed on the homepage of the Greater Ossining Chamber of Commerce website, with a direct link to your company/organization's website
4. Sponsor logo on related *final* event materials
5. Sponsor named in press releases, articles, social media, and email blasts
7. Business/Organization Logo displayed on *final* event sponsor banner
8. Name announced as a Sponsor throughout the event
9. *Performance or special event exhibition/demonstration (Music, Dance, Martial Arts etc.)

Exhibitor/Vendor (\$75)

1. One 6 ft. (maximum) table space at the event
2. Business/ Organization name on the event board located at the Chamber of Commerce booth throughout the event
3. Business/Organization name on the event map, directory, and Chamber website

Foodies: Food Truck, or Restaurant Vendor (\$75)

1. Business/ Organization name on the event board located at the Chamber of Commerce booth throughout the event
2. Business/Organization name on the event map, directory, and Chamber website

FOOD PERMITS

- If you are not an operating restaurant or food truck: 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 submit a current Westchester County Food License copy.

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INSURANCE

A current Certificate of Insurance in the amount of \$1,000,000 is required for all vendors/exhibitors. The Description of Operations/Locations/Vehicles section on the COI must include the following:

***RE: Greater Ossining Chamber of Commerce Spooktacular & Drive-In Movie
The Greater Ossining Chamber of Commerce and Club Fit are named as
additional insureds as per form number _____; copy attached.***

REQUIRED DOCUMENTATION CHECKLIST

- Vendor Application-Completed, signed, & forwarded to Chamber of Commerce
- Certificate of Insurance - with required verbiage outlined in “insurance” above
- Payment to Greater Ossining Chamber of Commerce

ARRIVAL, SETUP & TAKEDOWN

- Setup is at 4:00 pm-Club Fit Briarcliff Parking Lot-584 N.State Road, Briarcliff, NY 10510
- Vendors and Exhibitors are required to stay until the conclusion of the event.
- Event Committee *does not supply* tables, chairs, tents, generators, or water.
- Let us know on the vendor application if electricity is needed. Bring a 100-foot extension cord.
- Safety is important and your tent/canopy is required to be securely anchored. This will prevent your tent from becoming airborne in the event of high winds.

OUR GREEN AGENDA

- The Greater Ossining Chamber of Commerce is committed to a green agenda and preserving the environment.
- Food 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.

INCLEMENT WEATHER

- At the discretion of the Event Committee, the Spooktacular & Drive-In Movie may be moved to a rain date due to inclement weather.
- Vendors/Exhibitors will be contacted as early as possible to avoid unnecessary travel. Arrangements should be made by each to staff your table/tent or truck on the rescheduled date.

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MEDIA

- The Spooktacular & Drive-In Movie will be visible in/on local and County publications and platforms.
- Follow on Social Media @greaterossiningspooktacular #chamberspooktacular #greaterossiningspooktacular #trunkortreat #ossiningchamber @townofossining @ossiningchamber
- Help us get the word out. Let us know your hashtags/handle when you complete the application and we'll tag you.

The Event Committee will forward directions to the Spooktacular, entrance pass, map, and other important information 2 days prior to the event.

CONTACT US with any questions at the Greater Ossining Chamber of Commerce 914.941.0009 or at ossiningchamber@gmail.com **PLEASE DO NOT CONTACT CLUB FIT...thank you!**

We are excited about you joining us at the SPOOKTACULAR & DRIVE-IN!