

**Ossining Riverjam
Summer Waterfront Concert Series
Vendor Guidelines & Regulations**

RIVERJAM APPLICATION

Complete the online Riverjam Concert Series application

INSURANCE - VERY IMPORTANT - PLEASE READ CAREFULLY and YOU WILL NEED TO SUBMIT THESE TWO COMPLETED DOCUMENTS to ossiningchamber@gmail.com

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

RE: Ossining Food Truck Fridays and Concert Series-2022.

The Town of Ossining, Village of Ossining, and the Greater Ossining Chamber of Commerce are named as additional insureds as per form number _____ ; copy attached.

➤ **In addition to the certificate of insurance named above, complete, sign and date the provided Ossining Vendor Insurance Agreement and return with your application.**

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 a current Westchester County Food License.

CHECKLIST

→ Vendor Application online completed

→ Valid Westchester County Food Permit

→ Certificate of Insurance - with required verbiage outlined in "insurance" above →
Ossining Vendor Insurance Agreement - completed by vendor as outlined in "insurance" above

→ Payment-Greater Ossining Chamber of Commerce by check or credit card

Note: Dates are not reserved until required documents and payments are received.

**Ossining Riverjam
Summer Waterfront Concert Series
Vendor Guidelines & Regulations**

ARRIVAL, SETUP & TAKEDOWN

- Setup begins at 4:30 pm-Louis Engel Park, 25 Westerly Road, Ossining, NY 10562
- Vendors are required to stay until the conclusion of the event.
- Concert 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.
- Signage with a menu and pricing is required.

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.**

INCLEMENT WEATHER

- At the discretion of the Riverjam Concert Committee an event may be moved to a rain date in the event of inclement weather. Vendors will be contacted as early as possible to avoid unnecessary travel. ➤ Arrangements should be made by each Vendor to staff your booth or truck on the rescheduled date.

MEDIA

- Ossining Riverjam will be visible in/on NY City, local, county, and state-wide publications and platforms.
- Follow the Ossining Riverjam Summer Concert Series on Social Media @ossiningconcerts #ossiningconcerts #ossining #ossiningchamber @townofossining #summer concert series #ossiningriverjam #ossiningtourism #westchestertourism ➤ Help us get the word out. Let us know your hashtags/handle when you complete the application and we'll tag you...

NOTE: Concert rain dates are the Sunday following a rainout. Start times are at 5pm for music and 3pm food/beverage. July 1st fireworks are rescheduled for Friday, July 8th

By June 28th, the Chamber of Commerce will forward directions to the Concert Series, entrance pass, concert map, and other important information.

PLEASE CONTACT US with any questions at the Greater Ossining Chamber of Commerce 914.941.0009 | ossiningchamber@gmail.com