

**Greater Ossining & Briarcliff Chambers of Commerce
Spooktacular Fall Fest
Vendor & Sponsor Application
Guidelines & Regulations - 2022**

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 Mail** a completed application and required documentation to the Greater Ossining Chamber of Commerce - c/o Spooktacular Fall Fest 2022
109 Croton Avenue-Suite #250, Ossining, NY 10562.
ossiningchamber@gmail.com * **Email subject line: Spooktacular Fall Fest Application 2022**
- Credit card payment is preferred for vendors via the *Spooktacular Fall Fest* vendor/business/sponsor event link on the Chamber of Commerce website at www.ossiningchamber.org
- Please also include the business name if submitting online payment.
- Participation may not be confirmed until payment and required paperwork are received.

Participation Level		Check All that Apply	What is your Spooktacular Fall Fest Halloween Themed Giveaway or Special?
Sponsor	Gold \$750 Silver \$500 Bronze \$250 *Check payment preferred		
Vendor	\$75 (Max. 6 ft. Table) 10x10 Tent		
Food Vendor	\$100 (Tent/Equipment, Truck)		

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 Sponsorship (Gold-\$750, Silver \$500, Bronze \$250)

* Chamber of Commerce Membership-Both Chambers- 2023 (Gold)

1. One tent space (10' x 10') at the event (Gold)
2. Preferential tent/booth location (Gold)
3. Partner logo displayed on the homepage of the Greater Ossining & Briarcliff Chambers of Commerce website, with a direct link to your company/organization's website (Gold 2022-23, Silver & Bronze-Leading up to event thru 2022)
4. Sponsor logo on related *final* event materials (Gold, Silver, Bronze)
5. Sponsor named in press releases, articles, social media, and email blasts (Gold, Silver, Bronze)
7. Business/Organization Logo displayed on *final* event sponsor banner (Gold, Silver, Bronze)
8. Name announced as a Sponsor throughout the event

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 (\$100) Food Truck, Restaurant, or Beverage Vendor

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
- Note: We are limiting this event to 5 food vendors.

FOOD PERMITS and SLA Certificate

- 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

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Phone: 914-864-7330 <http://health.westchestergov.com/>

- Food Trucks are required to submit a current Westchester County Food License copy.

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: The Spooktacular Fall Fest - 2022**

The Greater Ossining Chamber of Commerce, Briarcliff 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 (Check or Online Payment)

ARRIVAL, SETUP & TAKEDOWN

- Setup is from 10-11:15 am in the Club Fit Briarcliff Parking Lot-584 N.State Road, Briarcliff, NY 10510
- Vendors are required to stay until the conclusion of the event.
- The Event Committee *does not supply* tables, chairs, tents, generators, or water.
- 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

- We are 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.

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INCLEMENT WEATHER

- At the discretion of the Event Committee, the Spooktacular Fall Fest Fall Fest may be moved to Sunday, 10/30 should there be inclement weather.
- Vendors will be contacted as early as possible to avoid unnecessary travel. Arrangements should be made by each vendor to staff your table/tent or truck on the rescheduled date.

MEDIA

- The Spooktacular Fall Fest Fall Fest will be visible in/on local, County, and publications and platforms.
- Follow on Social Media #Spooktacular Fallfest
#chamberSpooktacularFallFest #trunkortreat #ossiningchamber
#briarcliffchamber #townofossining #ossiningchamber
#villageofbriarcliff
- 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 Fall Fest , entrance pass, booth assignment, 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 for this wonderful event!