



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

41st Ossining Village Fair Guidelines June 10th, 2023

VENDOR REQUIREMENTS

PAYMENT

Payment may be made via check or credit card:

- Mail your check along with the signed Application, Village of Ossining Hold Harmless Form (non-food and non-alcohol vendors) or *Certificate of Insurance (food & alcohol vendors) to the Greater Ossining Chamber of Commerce, 109 Croton Avenue, Suite #250, Ossining, NY 10562.
- Online application, credit card payment, and required uploaded documents may be completed via the website at <https://ossiningchamber.org/6468-2/>

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: 2023 Ossining Village Fair; June 10th, 2023- Rain Date June 11th, 2023. The Village of Ossining and the Greater Ossining Chamber of Commerce are named as Additional Insureds per form number _____; copy attached.
- **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.



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- **ALL OTHER VENDORS MUST SUBMIT** complete, sign and date the attached Ossining Vendor Hold Harmless Agreement and return with your application.

CHECKLIST

- ➔ Vendor Application-Completed, signed, & forwarded to Chamber of Commerce
- ➔ 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 Hold Harmless 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 10th 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 10th 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 11th.



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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 #ossiningevents

* By June 7th, 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 "Subject" - Village Fair

