

**Greater Ossining Chamber of Commerce
& ENU Builds
Holiday Pop-Up Market
Vendor Application & Guidelines - 2021**

Business Name _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Cell Phone _____ Email/Website _____

Facebook, Twitter, Instagram-Hashtag/Handle

Brief description of items to be sold

Payment method: Check _____ Credit Card: _____

- **EMAIL or FAX** a completed application and required documentation to the Greater Ossining Chamber of Commerce - c/o Holiday Pop-Up Market 2021
109 Croton Avenue-Suite #250, Ossining, NY 10562. Fax: 914.941.0812
ossiningchamber@gmail.com Phone 914.941.0009
*** Email subject line: Pop-Up Application 2021**
- Credit card payment is preferred via the *Holiday Pop-Up Market* Vendor 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.
- Please note the Holiday Pop-Up is an outdoor market.

The vendor agrees to protect, defend, indemnify and hold the Greater Ossining Chamber of Commerce, Down to Earth Markets, and ENU Builds and its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs charges, professional fees or other expenses or liabilities of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof.

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

Vendor Signature _____ Date _____

**Greater Ossining Chamber of Commerce
& ENU Builds
Holiday Pop-Up Market
Vendor Application & Guidelines - 2021**

VENDORS (\$20)

1. One 10 ft. (maximum) table/tent space at the event
2. Business/Organization name on Chamber website
3. Social Media presence

INSURANCE

The provided signed agreement by Vendor naming the Greater Ossining Chamber of Commerce, Down to Earth Markets, and ENU Builds free and harmless.

REQUIRED DOCUMENTATION CHECKLIST

- Vendor Application-Completed, signed, & forwarded to Chamber of Commerce
- Insurance Agreement outlined above
- Payment to Greater Ossining Chamber of Commerce

ARRIVAL, SETUP & TAKEDOWN

- Setup is at 7:30 am-Market Square-Main Street, Ossining, 10562
- Vendors are required to stay until the conclusion of the event.
- The Event Committee *does not supply* tables, chairs, or tents.
- 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.

INCLEMENT WEATHER

- At the discretion of the Event Committee, the Market may be cancelled due to inclement weather.
- Vendors/Exhibitors will be contacted as early as possible to avoid unnecessary travel.

MEDIA

- The Pop-Up Market will be visible in/on local and County publications and platforms.
- Follow on Social Media #HolidayPop-Up #SHOPLOCAL
#ossiningchamber @ossiningchamber #holidaypopup
#westchestercountytourism #westchestercatalyst
- Help us get the word out. Let us know your hashtags/handle when you complete the application and we'll tag and share your business.

**Greater Ossining Chamber of Commerce
& ENU Builds
Holiday Pop-Up Market
Vendor Application & Guidelines - 2021**

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

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

We are excited about you joining us at the 2021 Holiday Pop-Up Market!