

Arcadia Productions

PO Box 518 Centereach NY 11720 (631) 974-5425
Arcadiaproductions@yahoo.com

SEPTEMBER 24TH 2017 CENTEREACH STREET FAIR FOOD **VENDOR APPLICATION** **MARK TREE RD BETWEEN MIDDLE COUNTRY RD &** **SCHOOL STREET**

NAME _____ BUSINESS NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

CELL #: _____ SALES TAX ID # _____

EMAIL ADDRESS _____

(Upon acceptance, a confirmation notice with all pertinent information will be sent via email)

Complete description of food and beverage products you will be selling _____

Thank you for your interest in the **2017 Centereach Street Fair sponsored by Centereach Civic Association, Middle Country Chamber of Commerce & Middle Country Children's Soccer**. As a potential food vendor, please be aware of the following information:

1. The fee for a 12 x 12 space is \$250.00
2. Please provide pictures of your booth set-up and food products. Photos will not be returned.
3. Applications are reviewed individually based on photos and written description of food products to be served.
4. **Health Permit – You MUST register with the SUFFOLK COUNTY HEALTH DEPARTMENT and send us a copy of your annual or temporary DOH Permit**

HOLD HARMLESS AND RELEASE: In consideration of participation in any event on Town property, I hereby release and forever discharge the town, Arcadia Productions, its officers, agents, sponsors, employees and representatives, and their respective heirs, successors and assigns, from any and all actions, causes of action, suits, proceedings, debt, dues contracts, judgments, damages, claims, and or demands whatsoever in law or equity that the undersigned, its successors or assigns, ever had, now have, or may have in the future in connection with the undersigned's participation in any event on Town property.

If paying by check or 7-11 Money order, please mail to:

Arcadia Productions, PO Box 518 Centereach, NY 11720

(a \$30 processing fee will be charged for checks returned by the bank for non-sufficient funds)

I understand that **ALL SALES ARE FINAL, NO REFUNDS WILL BE GIVEN**

Signature _____ Date _____

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ADDITIONAL VENDOR INFORMATION

1. This event will be held rain or shine. This is an outdoor event with possible uneven terrain, inclement weather and wind gusts.
2. Your booth must be open and staffed during all hours of the event; Sunday September 24th 2017 from 10:30 am to 4:30 pm.
3. You are responsible for keeping your booth and area clean at all times. All trash must be properly disposed of. Your area must be clean following the event. There will be a dumpster for your use located in the parking lot at Our Savior Lutheran School (across from 7-11)
4. **Fire Extinguisher** – must be present in your booth. The Fire Marshall will inspect all vendors as part of the pre-event inspection.
5. **Generators** – must be grounded
6. All food vendors have been approved based on the application submitted. All items for sale will be reviewed throughout the event.
7. Food vendors may not sell any beverages or food items not described on the application. Approval for additional items must be requested and received.
8. All sales are from your assigned booth. No roaming sales.
9. There will be no changes after the booth spaces are assigned.
10. No bullhorns or megaphones, flashing lights or strobes, speakers or sound amplification is allowed.

LOAD IN/LOAD OUT PROCEDURES

1. Load in / set up is Sunday beginning at 8:00 am. You must completely be set up no later than 10:15 am. - no exception. A staff host will greet you and be available to answer questions during your set up.
2. Load out will begin on Sunday at 4:30 p.m.
3. Do not block traffic during your load out. Your patience during the load out process is appreciated.
4. Be prepared to bring help, rolling carts, hand trucks to load in to your booth space. Staff cannot be responsible for loading in, setting up or loading out vendor items.

**THANK YOU FOR YOUR COOPERATION
IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE TO CONTACT US AT (631) 974-5425.**