



71 Lafayette Avenue, P.O. Box 291, Suffern, NY 10901
(845) 357-8424

www.suffernchamberofcommerce.org

2008 Street Fairs

June 8 - September 7 - October 12

10:00am - 5:00pm

*(*All dates are Rain or Shine*)*

Location: Business District (Lafayette Avenue), Suffern NY

This invitation is extended to local businesses, visiting artists, crafts people, vendors and food merchants to show and sell your quality products along side a growing community of resident shops and restaurants.

<u>EARLY Registration – Received by April 30, 2008</u>		
*Artist/Craftsman – 100	Retail - \$150	**Food Vendor - \$300

<u>REGULAR Registration – Received after May 1, 2008</u>		
*Artist/Craftsman – 125	Retail - \$200	**Food Vendor - \$400

***Artists/Craftsman must supply photographs of booth (1) and products (2)**

****Food Vendors must supply insurance certificate and obtain permit from Health Dept**

CHAMBER Member discount – 50%

Multiple Show Discount

\$50 discount for advance payment registration of 2 Fairs

\$75 discount for advance payment registration of 3 Fairs

All food vendors will be selected so as to minimize duplication of foods

Additional Fees:

Non-Profit organizations - \$25.00 Returned checks - \$30.00 Walk-ups day of event – CASH ONLY!

APPLICATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT

NO POST DATED CHECKS WILL BE ACCEPTED

We look forward to receiving your application for the Suffern Chamber of Commerce 2008 Street Fairs and join us for a fun and profitable day!!!

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Rules for Vendors

- 1) It is the sole responsibility of Food Vendors to obtain the proper permit from the Rockland County Department of Health (845-364-2600 or 845-364-2606). Failure to obtain the permit will result in removal from the fair, without refund.
- 2) It is the sole responsibility of all vendors to collect and pay NYS State Sales Tax and each must have a current NYS Sales Tax # and certificate attached to their application. Contact NYS Dept of Taxation & Finance at 1-800-225-5928 for a DTF No.17 if required.
- 3) Certificates of Insurance for Food Vendors and rides must be attached to the application and must evidence Comprehensive General Liability with limits not less than \$1,000,000 per occurrence / \$2,000,000 aggregate, and statutory Workers' Compensation Insurance. The Certificate must name the Suffern Chamber of Commerce as 'Additional Insured'.
- 4) Check in time begins at 7:00am. Prior to 7:00am, vendors will be asked to wait in assigned municipal lot & will not be allowed to block traffic on street. Check in MUST be completed & vehicles removed NO later than 9:30am.
- 5) Vehicles must be unloaded and parked in municipal parking lot. No vehicles will be allowed on sidewalks! Any vendors requiring their vehicle as part of their exhibit MUST have written approval prior to event by the Suffern Chamber of Commerce.
- 6) Vendors must supply their own set-up equipment. Space size is equal to one parking space (approximately 20' x 10'). Please note that many 10'x10' tent poles extend outward – if so, 2 10'x10' tents will extend past the allotted space. Tents will NOT be allowed to exceed allotted space and infringe on others space. Vendors must have attractive displays. No bare tables–tablecloths necessary.
- 7) Vendors shall occupy only the space assigned The Suffern Chamber of Commerce. No Vendor will be allowed more than 10' from curb, THIS WILL BE STRICTLY ENFORCED!
- 8) Electric is NOT available. If an exhibitor requires electric power, they must provide their own generator and have approval from the Suffern Chamber in advance. No noisy generators will be permitted.
- 9) Spaces will be assigned on first received (multiple show) priority system. Returning exhibitors will be given next priority.
- 10) ABSOLUTELY NO fireworks, smoke bombs, silly string or snappers, rude, hazardous or objectionable items will be permitted. The Suffern Chamber of Commerce reserves the right to eliminate any items for sale which are deemed unacceptable on in conflict with the street fair guidelines.
- 11) Suffern merchants: Sub-leasing or allowing businesses to operate in a space they reserved is strictly prohibited. Only the business whose tax ID number/business name will be allowed to operate in that space!
- 12) No religious or political soliticing permitted!
- 13) Absolutely NO Refunds. Fairs are Rain or Shine!
- 14) Vendors are required to keep their area clean and free from debris. Vendor is responsible for their own garbage (bags will be provided).
- 15) A vendor's inability to appear at the Fair, for any reason, will not result in a refund.
- 16) Tear down begins at 5:00pm and all vendors must have their exhibits broken down and vacated by 6:00pm to allow clean up by the DPW. Vehicles will not be permitted on the streets until 5:00pm.



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VENDOR CONTRACT

Complete entire application below, sign contract and return to:
Suffern Chamber of Commerce - Attention: Street Fair 08 - P.O. Box 291 - Suffern, NY 10901

Company Name _____

Contact First Name _____ Last Name _____

Street Address _____

City _____ ST _____ ZIP _____

Telephone _____ E-Mail _____

Fax _____ WebSite _____

Product Description _____

-Artist/Craft **MUST** include photographs – booth (1), product (2)

- Food Vendors **MUST** include insurance certificate and are required to obtain valid permit from Department of Health

New York State Sales Tax Number _____

Copy of NYS Sales Tax Certificate MUST be attached

Show Dates	<input type="checkbox"/> June 8	<input type="checkbox"/> Sept 7	<input type="checkbox"/> Oct 12	
	_____ # of Booth spaces (20' x 10')			
Type of Business	<input type="checkbox"/> Artist/Craft	<input type="checkbox"/> Retail	<input type="checkbox"/> Food	<input type="checkbox"/> NonProfit
	Chamber Member ID# _____			
Payment Method	<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	<input type="checkbox"/> Certified Check	<input type="checkbox"/> Cash
Amount \$	_____	Check #	_____	

I have read, understand and agree to the terms as listed in the Rules for Vendors and Vendor Contract. By signing this agreement, the undersigned agrees to forfeit all claims against the Suffern Chamber of Commerce, and/or The Village of Suffern for any possible losses, liabilities, damages or injuries to either person or property of any kind in connection to the Street Fairs.

Vendor Name (PRINT)

Vendor Signature

Date