

# Car Show and Artisan Fair Details and Regulations for Vendors

**DATE:** Saturday, July 6, 2024 (rain date, Sunday July 7);

**PLACE:** Church of the Good Shepherd, Waterstone Rd. and Windermere Ave.

## VENDOR FEES:

**Craft Vendor 10x10: \$125**

**Food Truck Space: \$225**

1. Vendor Fee is due and payable at the time the fully completed contract is returned to *Centennial Management*. Vendor understands that once Festival Management accepts Vendor as a participant, **THE VENDOR FEE IS NON-REFUNDABLE.**
2. The Fee entitles vendors to a 10' x 10' space.
3. Vendors just have appropriate liability insurance and sales tax permit displayed.

**CONTRACT DEADLINE:** February 15, 2024

**NEW YORK STATE SALES TAX:** VENDOR must possess a valid N.Y.S. Sales I.D. Number, IF APPLICABLE, and provide Event Management with a photocopy of a current permit issued by the N.Y.S. Sales Tax Bureau. VENDOR WILL NOT BE ACCEPTED WITHOUT THIS CERTIFICATE, IF APPLICABLE, and must be displayed by VENDOR during event hours.

## FOOD VENDORS:

**For Food Vendors/Participants** – must furnish Event Management with Orange County NY Department of Health permit.

## SETUP

Vendor booth setup will begin at 9:00am on Saturday, July 6 and your vehicle must be moved to the Vendor Parking area by 9:30 am. The fair grounds will be closed to vendor car traffic from 9 am – on. Fair Hours: 10am-3pm.

## HOURS

1. The Fair gates are open to the public from 10:00 am-3:00 pm. Your booth exhibit must be in order by 9:30 am. Vendors may not break down booths before 3:00pm. To insure pedestrian safety, vendors and their staffs' cars will not be allowed on festival walkways before 3:00 pm and will not be allowed to leave the park before 3 pm.
2. Vendors will be open for business from 10:00 am to 3:00 pm regardless of the weather. The Festival Management must approve any deviation from posted hours.

## DECORATIONS AND HOUSEKEEPING

1. Tent/canopy sides are not required but are recommended for your booth. This always makes for a professional appearance.
2. At the end of the Festival, your area must be left as you found it with all refuse bagged/tied and disposed of in the designated location.

## PETS

Pets will not be permitted on the Festival Grounds. Exception only for service/guide dogs accompanying visually or otherwise impaired individuals.

NO MEDICINAL ITEMS OF ANY KIND ARE PERMITTED FOR USE OR SALE.

**VENDORS:**

**VENDORS** and their respective staff/visitors **MUST CONDUCT AND DRESS THEMSELVES IN A PROFESSIONAL MANNER AT ALL TIMES.** No hawking or yelling will be permitted.

**VENDORS** must provide food and maintain the booth until 3:00 p.m. No Food Vendor may break down and leave early unless asked to do so by the Festival Management. Generators will only be permitted in the Food truck area. **NO** generators will be allowed in the Fair area, even though there will not be any electricity available in that space.

**FOOD TRUCK VENDORS** must provide their own:

- Power, i.e. generator/grill
- Linens (preferably white full length).
- Plastic utensils, cookware, and plates or bowls
- Container for carrying water (while potable water source is available near the tent, Vendor shall provide own container for transport)

**FOOD VENDORS** must supply the Festival Management with a list of items that will be or sold. You and/or your representatives and/or staff **MAY NOT** sell any food item that has not been cleared with Festival Management.

**FOOD VENDORS** will need to produce upon request a current permit from the Orange County Board of Health inspector.

**DECORATIONS AND HOUSEKEEPING**

1. Your booth must be maintained and decorated in a professional manner.
2. All signage must look professional. I.e. computer generated on paper, no handwriting.
3. At the end of the Fair, your area must be left as you found it with all refuse bagged/tied and disposed of in the fair designated location; dispose of wastewater at designated waste water disposal locations; remove and dispose of oil and grease off-site at an approved location; place all recyclables at designated recycling bins.
4. Failure to do so will result in a \$100 fine charged to the Food Vendor, which must be paid in full within three business days after the festival.
5. **The Festival Management will inspect each food booth area for cleanliness at the end of the event and Food Vendor must pass festival inspection before departing.**