



2 Church Street • Ossining, NY 10562  
Tel (914) 941-0009 • Fax (914) 941-0812  
www.ossiningchamber.org  
info@ossiningchamber.org

December 10, 2016

Dear Vendor:

Please find attached the 2017 Ossining Village Fair application and contract for participation. This year's exciting Fair will be held **Saturday, June 10th** (rain date Sunday, June 11th) on historic Main Street of Ossining. Hours for set up are 7:30am to 9:30am with the Fair starting at 10:00am.

We are planning our biggest and best Fair yet with more entertainment, exhibitors, dancing and singing. Over 15,000 people came to the Fair in 2016. The Ossining Village Fair is one of the best fairs in the Hudson Valley. We hope you consider participating.

Every year the competition for booth space grows (last year was sold out). Being at last year's fair is in no way a guarantee that you will be accepted as a vendor in 2017. We expect all vendors to make a conscious effort to have an attractively decorated booth. Safety is important; your tent/canopy **must** be securely anchored to prevent it from becoming a dangerous airborne projectile, due to the high winds that typically occur at that time of year (i.e.: sand bags).

All applications will be reviewed for compliance with stated guidelines prior to acceptance. Applications that are incomplete will not be considered.

Members of The Greater Ossining Chamber of Commerce are entitled to a 10% discount on vendor space. If you are not a member....this may be a judicious time to consider joining.

Please make checks payable to: The Greater Ossining Chamber of Commerce or visit the Village Fair page of the Chamber's website and make your payment via PayPal.

Send application and payment to:

Greater Ossining Chamber of Commerce  
c/o Village Fair  
2 Church Street, Suite 205  
Ossining, NY 10562

If you have questions, please do not hesitate to contact us at (914) 941-0009 between 10:30am–2:30pm (Mon, Tues, Wed & Fri) and 3:00pm-6:00pm (Thur) or visit the Chamber's website to view Fair information, additional applications, or make a payment with PayPal.

Sincerely,

*Gayle A. Marchica*

Gayle A. Marchica, President  
The Greater Ossining Chamber of Commerce

Attachments



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## 37th ANNUAL OSSINING VILLAGE FAIR

June 10, 2017

### Contract

Organization/vendor Name \_\_\_\_\_  
 Contact \_\_\_\_\_  
 Mailing address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Business Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Cell/emergency phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Website \_\_\_\_\_  
 Type of merchandise to be sold (please give brief description) \_\_\_\_\_

\*\*First time vendors please provide picture of merchandise being sold

### Visit the Chamber's website to use PayPal

Exhibitor space is 10x10. Continuous ½ space will be charged additional 50% of full price

<b>EXHIBITOR CATEGORIES</b> (choose one)	<del>Before April 1</del>	<del>After April 1</del>	<del>After May 1</del>
Non-Profit organizations	<del>\$135.00</del>	\$160.00	\$175.00
Artist and Craftspeople	<del>\$175.00</del>	\$210.00	\$225.00
Merchandise/all other vendors	<del>\$245.00</del>	\$235.00	\$255.00
Food vendors ( <b>bring food permit</b> )	<del>\$250.00</del>	\$285.00	\$300.00

I will need electricity  Yes  No **\$10.00** (You will need to bring a 100' cord)

\*\*\*only 20 spots available\*\*\*

Number of spaces needed \_\_\_\_\_ Enclosed is \_\_\_\_\_ Check # \_\_\_\_\_

\*\*\*Payment must accompany application – if you pay via PayPal...please indicate – date paid\*\*\*

\*\*\* REMEMBER \*\*\* GREATER OSSINING CHAMBER OF COMMERCE MEMBERS GET 10% DISCOUNT

\*\*\*\*I UNDERSTAND & WILL ABIDE BY RULES & REGULATIONS STATED ON PAGE 3\*\*\*

\_\_\_\_\_  
**VENDOR SIGNATURE** DATE \_\_\_\_\_



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## 37th ANNUAL OSSINING VILLAGE FAIR Rules and Regulations

### VENDOR FEES

- Vendor fee **MUST** accompany a signed contract and rules application forms. The vendor understands once the contract is received, the fee is refundable less \$100.00 up to May 1<sup>st</sup>. After May 1<sup>st</sup>, 2016 there will be no refunds. The Village Fair is held on June 10<sup>th</sup> with rain day being Sunday, June 11, 2017.
- Fee entitles vendor to a 10x10 space at the Fair.
- **There is limited access to electricity.** Fair management does **NOT** supply tables, chairs or tents.

### SETUP

- Booth setup may begin at 7:30am on Saturday, June 10<sup>th</sup>, ending at 9:30am
- **By June 5<sup>th</sup> Fair Committee will email (or postal mail) directions to Ossining, your booth number, entrance pass and other reminders.** It is your responsibility to securely anchor your booth (i.e. sand bags)
- **NO VEHICLES WILL BE ALLOWED WITHIN THE FAIR AREA FROM 8:30AM-5:00PM ON SATURDAY, JUNE 10<sup>th</sup> OR RAIN DATE, SUNDAY, JUNE 11<sup>th</sup>.**

### HOURS

- The Fair opens to the public at 10:00am on Saturday, June 10<sup>th</sup> and closes at 5:00pm. Vendors **MUST REMAIN** operational until 5:00pm. Or you will not be considered for the following year's Fair.
- Rain date is Sunday, June 11<sup>th</sup> with hours being the same as June 10<sup>th</sup>.

### RESTRICTED ITEMS

The following items will **NOT** be allowed at **ANYTIME** during the Village Fair. If we find these items being sold from any vendor booth, that vendor will be asked to leave immediately.

- Counterfeit merchandise
- Toy or Water Guns, Silly String
- No live animals without consent from the Village Fair committee
- Firecrackers, poppers or any other harmful fireworks
- Any illegal items

**In addition to items listed above, the Fair Committee reserves the right to prevent a vendor from selling or distributing any item deemed dangerous or inappropriate.**

### PETS

- Vendors are **NOT** allowed to bring pets or other live animals without Village Fair committee permission

### FOOD VENDORS

- **MUST** purchase a **Temporary permit** for the Fair. The Westchester Board of Health does attend the Fair. Please have food permit available in your booth. Contact Westchester Board of Health for a **Temporary permit**, [www.westchestergov.com](http://www.westchestergov.com). Office located in Mt. Kisco.

### SALES TAX

- Please bring your New York State Sales Tax permit and have available during the fair

### ELECTRICITY

- Electricity is available on a **limited basis** and there is a \$10 nominal fee. Please indicate on the contract if you need electricity. You are required to bring a 100' cord day of the Fair if you requested electricity. Electricity **will not** be available day of the Fair if you did not indicate on contract.