

Village/Town of Mount Kisco
Recreation Commission
104 Main Street
Mount Kisco, NY 10549
Phone: (914)666-3059
Fax: (914)864-0028

VENDOR REGISTRATION INFORMATION

LOCATION:

Mount Kisco Village Hall
104 Main Street
Mount Kisco, NY 10549

DATE & TIME:

Saturday May 18th Noon to 6:00pm.
Sunday May 19th Noon to 6:00pm. (Rain date)

FEE:

A non-refundable fee of \$200 will reserve your space and include your truck on all marketing materials for the event. Power is the responsibility of the vendor. Your space will be determined by the Recreation Department. Payment is due after approval of acceptance. Checks are to be payable to the **Mount Kisco Recreation Department**.

VENDOR REGISTRATION ACCEPTANCE:

Once your application has been received, it will be reviewed to approve the products you wish to sell. Upon approval, the required payment is due within 10 (ten) days of approval. All vendors must follow State and Local Regulations and Insurance requirements listed below. All documentation is due in to the Recreation Department 2(two) weeks prior to the event. Failure to provide proper insurances and fees will result in disqualification for the event.

PRODUCT GUIDELINS:

Vendors are limited to selling the products from their approved list on their application. Village/Town of Mount Kisco reserves the right to prohibit a vendor from selling any product to avoid unnecessary competition among vendors. Vendors are required to receive approval from the Village/Town of Mount Kisco to add to the list of items to be sold. All permits, licenses, etc. listed below must also be provided with the application.

Products to be sold to the public are to be pre-approved by the Village/Town of Mount Kisco to avoid unnecessary competition among vendors.

THE SALE OR CONSUMPTION OF ALCOHOL IS PROHIBITED IN THE PARK.

STATE AND LOCAL REGULATIONS:

- The vendor shall comply with all Federal, State and local laws, rules and regulations.
- Vendors selling taxable items must display a valid NYS Certificate of Authority.
- Vendors selling nursery and greenhouse crops must display a valid NYS nursery license.
- Vendors selling processed foods, prepared foods and other perishable items shall do so in compliance with requirements of the Westchester County Health Department and the Department of Agriculture and Markets.
- Vendors selling by weight must have sales approved by the County Department of Weights and Measures.
- Vendors selling by volume must use standard size containers such as pint, quart, cup, etc.
- Vendors selling organic produce must have signage at the stand reflecting organic certification. Certification must be attached to the registration application.

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ON-SITE EXPECTATIONS:

Vendors must be open and ready to serve the public by Noon on the day of the event. Each vendor is required to remain open until the official closing time of 6:00pm. Load in and load out is to be scheduled with the designated manager. Each vendor is responsible for the attractive display of their products and to keep the inside of their spaces in a neat, clean and safe disposition. The Village/Town of Mount Kisco does not provide point-of-sale access. Vendors should use a point-of-sale system that works best for them. Cellular service is adequate at the site, but not guaranteed by the Village/Town of Mount Kisco.

INSURANCE / INDEMNIFICATION:

Vendor agrees to indemnify the Village/Town of Mount Kisco from any and all claims associated with the event. Vendor agrees to name the Village/Town of Mount Kisco as additionally insured and provide proof of insurance to the Village/Town of Mount Kisco by May 3rd for approval. In the description box, the text must read "The certificate holder is listed as additionally insured for the Village/Town of Mount Kisco Spring Fling Food Truck Festival on Saturday May 18, 2019 or Sunday May 19, 2019." Coverage must include at a minimum, \$1 million dollars general liability coverage.

The undersigned vendor agrees to hold harmless the Village/Town of Mount Kisco, and its agents, assigns, consultants and staff, from any and all claims arising out of the event. The under signed vendor also agrees to all terms and understands that the Village/Town of Mount Kisco is not responsible for loss, damage or personal injury due to Vendor's participation at the Village/Town of Mount Kisco Spring Fling Food Truck Festival.

Accepted:

Village/Town of Mount Kisco

Truck Owner: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

I **will/will not** attend the rain date of May 19, 2018.

Send to:

Joanne Aquilino
Mount Kisco Recreation
104 Main Street
Mount Kisco, NY 10549
(914) 666 – 3059
JAquilino@mountkisco.ny.gov