



VENDOR INFORMATION & INSTRUCTIONS

Saturday, May 14, 2016 • Memorial Plaza, Pleasantville, New York

EVENT INFORMATION

Date: May 14, 2016

Event Hours of Operation: 10am–3pm

Set-up Schedule

7:00am: Set-up begins

8:30am: Cars must be moved to offsite location

9:00am: Direct vehicular access to the vending area will not be allowed

9:30am: Set-up complete & ready for operation

4:00pm: All vendors must be vacated

VENDOR INFORMATION

Vendor Space Description

Small: 8' x 15' – Will accommodate a 6ft folding table

Standard: 12' x 15' - Will accommodate a 10' X 10' pop-up tent

Large: 16' x 15' – Will accommodate a 10' X 10' pop-up tent and side display

Additional Space: By special request. Contact Petro Zorgman.

All vendors and participants must set up in their assigned spaces, no exceptions.

Food Vendors

- Any participant selling food must register with the Westchester Board of Health. Please contact George Vaselekos at 914-864-7294. At the day of the event, you must display a Board of Health certificate for the Board of Health Inspector. If you do not have a certificate, the Board of Health will NOT allow you to sell and no refunds will be given.

Insurance

- Any participant selling products, providing a service or serving food must provide a certificate of insurance naming the Village of Pleasantville as Additional Insured and certificate holder. (See enclosed example)

Electricity

- Fee: \$50, based upon availability and not guaranteed.
- PRIORITY TO EVENT ORGANIZERS FOR RIDES AND FUNDRAISING CHARITIES.

No electricity (generators or plug in) or music in booths, except by prior permission and arrangement.

Vendor Supplies

- All vendors are responsible for bringing their own tents, tables and chairs, unless prior arrangements have been made.
- All vendor/market tents have to be weighted down – 25 30 lb. per leg. It is up to each vendor to supply the weights appropriate for their tent.

Vehicles

- Cars and trucks are not allowed in Memorial Plaza during the Pleasantville Day. Vehicles may enter the plaza to drop tents and merchandise, and then they must be moved and parked in a long term parking spot by 8:30am.
- Parking available at the LAM Design parking lot, diagonally across the street from the flagpoles at the northwest corner of Memorial Plaza.
- Overflow parking is available behind the Post Office.

PCTV

- All interested in promoting their business or organization should arrange for a representative to interview with PCTV between the hours of 10:00–12:30. Footage of the actual booths will be shot after interviews conclude.

Demonstrations

- Demo shows (dances, karate) are limited to 20 minutes, start to finish including transition times, set-up and announcements, etc. and are to be performed and completed at scheduled times and places.

Sound Levels

- There is no playing of music, videos or any other type of amplification, unless vendor applied and received approval in advance from the Pleasantville Day Committee.

General Policies

- Craft activities targeted for children and entertainment must be free of charge; tip jars are not permitted except by prior arrangement for groups raising funds, and in those cases prices must be clearly posted.
- Pleasantville Volunteers will be readily available and easily identifiable with bright green "Pleasantville Day" shirts.
- Management reserves the right to revoke the right of any vendor, group or entertainer to participate in this or future Pleasantville Day celebrations if these rules and / or prior contract arrangements are not adhered to.

STRICTLY PROHIBITED

- Sales or use of any kind of fireworks, sparklers, noisemakers, bang snaps, are strictly prohibited. Any vendor selling any of the products listed, will forfeit their space and vendor fees will not be refunded.

FOR ADDITIONAL INFO

- Contact Petro Zorgman at 769-2460 or pvilleday@gmail.com



The Pleasantville Day Committee wants to create a fun and safe environment for all to enjoy. We welcome you and look forward to a great day in celebration of our amazing Village.



PLEASANTVILLE DAY VENDOR APPLICATION FORM

Pleasantville Recreation Department

48 Marble Avenue • Pleasantville, New York 10570 • phone 914-769-7950 • fax 914-579-2106

PLEASANTVILLE DAY IS MAY 14, 2016!

Applications are due April 19, 2016.

Late Fee: An additional \$10 (April 20 – May 2, 2016.)

Vendor applications will not be accepted after May 2, 2016. Your check and application will be mailed back.

- Returning vendor
- New vendor

NO CARS ALLOWED IN MEMORIAL PLAZA

MAIL TO:

Village of Pleasantville
c/o Pleasantville
Recreation Dept.
48 Marble Avenue
Pleasantville, NY 10570

REQUIRED:

- SIGNED completed application
- Check payable to The Village of Pleasantville
- Certificate of Liability Insurance (if required)

If any of the above items are missing, the entire application will be returned to the applicant.

- Food vendors must register with the Westchester County Board of Health:
George Vaselekos,
(914) 864-7294

FOR QUESTIONS AND INFO:

Petro Zorgman
(914) 769-2460
pvilleday@gmail.com

This is the application for participation as a vendor in Pleasantville Day 2016. Please complete and return the form below. Thank you!

EVENT INFORMATION:

Date: May 14, 2016 (Rain or Shine – NO REFUNDS) • Event Hours of Operation: 10am–3pm
7am: Set-up begins • 8:30am: Cars must be moved to offsite location • 9am: Direct vehicular access to the vending area will not be allowed • 9:30am: Set-up complete & ready for operation

VENDOR SPACE AND FEES – See space descriptions in Vendor Instructions.

(Please check your selected type of space, and if you will need electricity):

Pleasantville Chamber of Commerce members (retailers and non-for-profit)

- Small: \$15
- Standard: \$20
- Large: \$30

Non-Chamber of Commerce Not-for-Profit Small: \$20 Standard: \$30 Large: \$40

Non-Chamber Business Small: \$30 Standard: \$45 Large: \$60

Fees are waived for Pleasantville School Groups and Village-Organized Groups.

Additional Space by request – Contact Petro Zorgman

- Electricity: \$50, Based upon availability and not guaranteed. (Priority to event organizers for rides and fundraising charities)

NAME/CONTACT PERSON

BUSINESS/ORGANIZATION

ADDRESS

TELEPHONE

EMAIL

Enclosed is a check for \$ _____.

What will your table offer? (i.e. display, arts & crafts, dunk tank, etc.) Use back of form, if needed (Answer Required)

Will there be any fees, tip jars or raffles at your table? If yes, please specify how much and for what? (Answer Required)

Indemnification and Hold Harmless Agreement: To the fullest extent permitted by law, Vendor will indemnify and hold harmless the Village of Pleasantville, its officers, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including reasonable legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property resulting from the acts, omissions, breach or default of Vendor, its officers, directors, agents, employees and subcontractors, in connection with the performance of any work by or for Vendor pursuant to any contract, Purchase Order and/or related Proceed Order. Vendor will defend and bear all costs of defending any actions or proceedings brought against the Village of Pleasantville, their officers, representatives, agents and employees, arising in any employee of the Vendor and shall not be limited in any way by an amount or type of damage, compensations, or benefits payable under any applicable workers' compensation, disability benefits or other similar employees benefit act. The Vendor hereby expressly permits the Village of Pleasantville to pursue and assert claims against the Vendor for indemnity, contribution and common law negligence arising out of claims for damages for death and personal injury.

I agree to the above conditions and will be responsible for all my actions.

SIGNATURE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Agents Name Address City, State Zip Code	CONTACT NAME:		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
INSURED Business Name Address City, State Zip Code	E-MAIL ADDRESS:		
	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Insurance Company Name		
	INSURER B : Insurance Company Name		
	INSURER C : Insurance Company Name		
	INSURER D :		
INSURER E :			
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	A	X	POLICY #			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							
	A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS	A	X	POLICY #			COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS						\$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$ AGGREGATE \$	
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	POLICY #			<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Event Location and Date

Village of Pleasantville and their agents, officers, directors and employees are named as an Additional Insured under form CG2010 or an equivalent form or broader coverage, as required by written contract or agreement with respect to the referenced event. Coverage shall be Primary & Non Contributory, Waiver of Subrogation and 30 Day Notice of Cancellation applies.

CERTIFICATE HOLDER

CANCELLATION

Village of Pleasantville 80 Wheeler Avenue Pleasantville, NY 10570	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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