



VENDOR INFORMATION & INSTRUCTIONS

Saturday, May 21st, 2022 • Memorial Plaza, Pleasantville, New York

EVENT INFORMATION

Date: Saturday May 21st, 2022

Event Hours of Operation: 10am–3pm

Set-up Schedule

7:00am: Set-up begins

9:00am: Cars must be moved to an offsite location with no further vehicular access allowed to the vending area.

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 pvilleday@gmail.com

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 Kathy Torrisi at 914-864-7369. 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, raffling items, handing out promotional/free merchandise 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 generators allowed, 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 must 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 Pleasantville Day. Vehicles may enter the plaza to drop tents and merchandise, but must be moved and parked in a long term parking spot by 9:00am.
- Parking available behind the Post Office and parking lots which will be indicated in your Letter of Acceptance.

PCTV

- All interested in promoting their organization should have a representative prepared to interview with PCTV. Interviews and footage will be shot at the vendor booths.

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 type of amplification, unless prior approval has been received from the Pleasantville Day Committee.

General Policies

- Vendor spaces/booths must be staffed at all times during operating hours.
- 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 Volunteers Katie & Lynda 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.