



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 20, 2017!

Applications are due

April 25, 2017.

Late Fee: An additional \$10

(April 26 – May 8, 2017.)

Vendor applications

will not be accepted after

May 8, 2017. Your check

and application will be

mailed back.

☐ Returning vendor

☐ New vendor

NO VEHICLES ALLOWED IN
MEMORIAL PLAZA AFTER 9AM

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:
Kathy Torrisi at
(914) 864-7369

FOR QUESTIONS AND INFO:

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

This is the application for participation as a vendor in Pleasantville Day 2017. Please complete and return the form below. Thank you!

EVENT INFORMATION:

Date: May 20, 2017 (*Rain or Shine – NO REFUNDS*) • Event Hours of Operation: 10am–3pm
7am: Set-up begins • 9am: 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

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 ☐ Small: \$15 ☐ Standard: \$20 ☐ Large: \$30
(Retailers and non-for-profit)

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 UFSD 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 \$ _____ Placement Requests: _____

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



VENDOR INFORMATION & INSTRUCTIONS

Saturday, May 20, 2017 • Memorial Plaza, Pleasantville, New York

EVENT INFORMATION

Date: Saturday May 20, 2017

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 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 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 at the LAM Design parking lot, diagonally across the street from the flagpoles at the northwest corner of Memorial Plaza and behind the Post Office.

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 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.



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		CONTACT	
Agents Name		NAME:	
Address		PHONE (A/C, No, Ext):	
City, State Zip Code		FAX (A/C, No):	
		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			POLICY #			EACH OCCURRENCE	\$ 1,000,000	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	A	X				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000	
	GENTL AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ 1,000,000	
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000	
							PRODUCTS - COMPROP AGG	\$ 2,000,000	
								\$	
A	AUTOMOBILE LIABILITY	A	X	POLICY #			COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident)	\$	
								\$	
								\$	
	UMBRELLA LIAB			POLICY #			EACH OCCURRENCE	\$	
	EXCESS LIAB						AGGREGATE	\$	
	DED						RETENTION \$	\$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			POLICY #			<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				X	E.I. EACH ACCIDENT	\$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.I. DISEASE - EA EMPLOYEE	\$ 100,000	
							E.I. 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