

Arcadia Productions

PO Box 518 Centereach NY 11720 (631) 974-5425
Arcadiaproductions@yahoo.com
www.arcadia-production.com

SEPTEMBER 15, 2019 AL HORNBERGER NESCONSET STREET FAIR

VENDOR APPLICATION

Smithtown Blvd & Gazebo Park

NAME _____ BUSINESS NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP CODE _____
CELL #: _____ SALES TAX ID # or SS # _____
EMAIL ADDRESS _____

(Upon acceptance, a confirmation notice with all pertinent information will be sent via email)

Complete description of products you will be selling _____

Thank you for your interest in the **Al Hornberger Nesconset Street Fair** hosted by **Nesconset Chamber of Commerce**. As a potential vendor, please be aware of the following information:

- 1. The fee for a 10 X 10 space is \$75.00 for Nesconset Chamber Members**
- 2. A \$25.00 fee will be added to all applications received after September 1, 2019**
- 3. CASH ONLY WILL BE ACCEPTED DAY OF EVENT IF SPOTS ARE AVAILABLE**
- 4. Arcadia Productions & The Nesconset Chamber of Commerce will determine if you will be in the street or the park, no requests will be accepted.**
- 5. Please provide pictures of your booth set-up and products. Photos will not be returned.**
- 6. Applications are reviewed individually based on photos and written description of products to be sold.**
- 7. Direct Sale Companies are limited to one (1) per event, per company**

HOLD HARMLESS AND RELEASE: In consideration of participation in any event on Town property, I hereby release and forever discharge the town, Arcadia Productions, its officers, agents, sponsors, employees and representatives, and their respective heirs, successors and assigns, from any and all actions, causes of action, suits, proceedings, debt, dues contracts, judgments, damages, claims, and or demands whatsoever in law or equity that the undersigned, its successors or assigns, ever had, now have, or may have in the future in connection with the undersigned's participation in any event on Town property.

If paying by check, 7-11 or United States Postal Service Money order, please mail to:
Arcadia Productions, PO Box 518 Centereach, NY 11720
(a \$30 processing fee will be charged for checks returned by the bank for non-sufficient funds)

I understand that ALL SALES ARE FINAL, NO REFUNDS WILL BE GIVEN

Signature _____ Date _____

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ADDITIONAL VENDOR INFORMATION

1. **This event will be held rain or shine.** This is an outdoor event with possible uneven terrain, inclement weather and wind gusts.
2. Your booth must be open and staffed during all hours of the event; Sunday September 15, 2019 from 10:00 am to 5:00 pm.
3. You are responsible for keeping your booth and area clean at all times. All trash must be properly disposed of. Your area must be clean following the event. There will be a dumpster for your use located in the Nesconset Shopping Center
4. **Generators** – must be grounded
5. All vendors have been approved based on the application submitted. **All items for sale will be reviewed throughout the event.**
6. All sales are from your assigned booth. No roaming sales.
7. **We do not accept location spot requests; Arcadia Productions and the Nesconset Chamber of Commerce will determine if your spot is on the street or in the park**
8. **No bullhorns or megaphones, flashing lights or strobes, speakers or sound amplification is allowed.**
9. You will receive your vendor numbers 1-2 weeks before the date of the event.

LOAD IN/LOAD OUT PROCEDURES

1. Load in / set up is Sunday beginning at 7:30 am. You must completely be set up no later than 9:45 am. - no exception. A staff host will greet you and be available to answer questions during your set up.
2. Load out will begin on Sunday at 5:00 p.m.
3. Do not block traffic during your load out. Your patience during the load out process is appreciated.
4. Be prepared to bring help, rolling carts, hand trucks to load in to your booth space. Staff cannot be responsible for loading in, setting up or loading out vendor items.

THANK YOU FOR YOUR COOPERATION
IF YOU HAVE ANY QUESTIONS, DO NOT HESITATE TO CONTACT US AT (631) 974-5425 OR VIA EMAIL AT
ARCADIAPRODUCTIONS@YAHOO.COM
WWW.ARCADIA-PRODUCTION.COM