

HUNTINGTON AWARENESS DAY UNITY FESTIVAL

SATURDAY, SEPTEMBER 10, 2016

@ HUNTINGTON TRAIN STATION COMMUTER LOT, NY AVE/CHURCH STREET

Co-Chairs: Supervisor Frank P. Petrone, Dolores Thompson & Keith Barrett

VENDOR SPACE CONTRACT: DUE NO LATER THAN FRIDAY, AUGUST 26TH

Name of Organization: _____

Name of Applicant/Contact Person: _____

Address: _____

State: _____ Zip: _____ Phone #: _____ Fax: _____

E-Mail: _____ Cell #: _____

Describe Item or Items to be displayed or sold:

Please check your type of organization below. Vendor space is a 10x10 area.

- Retail Vendors (Cost of Vendor Space: \$100)
- Food Vendors (Festival Location Fee: \$300)
- Not-for-Profits, Government Agencies & Houses of Worship – Sharing information only (Vendor Space is FREE)
- Not-for-Profit Agencies – *if selling any merchandise* (Cost of Vendor Space: \$100)
- Political Candidates and/or Political Organizations (Cost of Vendor Space: \$100)
- Event Sponsor (Cost of Vendor Space: No Additional Charge)

PLEASE NOTE THAT SERVICE PROVIDERS (ie: BOUNCE INFLATABLES, GAME-TRUCKS, AMUSEMENT COMPANIES, PORTA POTTIES) SHOULD NOT COMPLETE THIS FORM. THESE EVENT SUPPLIERS MUST SUBMIT AN INVOICE TO DOLORES THOMPSON DETAILING THE SERVICES TO BE PROVIDED ALONG WITH THEIR COST SO A SERVICE CONTRACT CAN BE GENERATED BY THE TOWN.

The fees above are for one 10x10 area for duration of festival: September 10, 2016, 11:00AM – 5:00 PM. All vendors are required to arrive at the Town's northwest commuter parking lot on New York Ave. (from Railroad Ave to Church Street) no later 9:00 AM on the day of the festival and all trucks and cars must be removed from the area by 11:00 AM.

All vendors are responsible for the set-up and function of their space and must bring their own tables, chairs and tents and are responsible for breakdown and removing their equipment and garbage at the end of the day. If you leave prior to scheduled end time, you will not be permitted to bring any vehicles into the festival and vendor area. No exceptions will be made. Tents for your vendor space will be available on a first come, first-served basis. No services or utilities will be available or provided to any vendor.

I understand that all vendors are independent agents and must comply with NYS Law that requires that sales tax be collected. I agree to hold harmless the Town of Huntington and the Huntington Human Services Institute, Inc. from and against any and all claims, liabilities, demands, expenses, fees, penalties, suits, proceedings, actions, causes of action of any and every kind and nature arising from or out of, or in any connected way with vendor use, occupancy, or activities in or related to the September 10, 2016 Huntington Awareness Day Unity Festival. Vendors are personally liable to other vendors and members of the public for their own acts.

I understand that the Town of Huntington and the Huntington Awareness Day Unity Festival Volunteers shall not be held responsible for loss and/or damage to vendor's personal property caused by any reason, and I will not assert any such claim against them. The Town of Huntington reserves the right to decline acceptance of any application or to ask the vendor to leave the festival if they have misrepresented information on this application, or the product or conduct is deemed inappropriate to this family oriented event.

(SIGNATURE)

(DATE)

The Town of Huntington reserves the right in its sole discretion to cancel the event, in whole or in part, due to inclement weather and no refund will be issued. Should inclement weather occur on the day of the parade and fair, check the Town of Huntington's website for information as follows: <http://huntingtonny.gov/>

- - - **IMPORTANT!** - - -

Please answer each question below before returning this contract

1. Have you signed and dated this contract on page 1?
2. Have you enclosed your check payable to: **Huntington Human Services, Inc.?**
3. Have you enclosed your certificate of insurance? (It's easy! Simply provide the insurance information* below to your insurance company so your certificate can be generated correctly.)
4. Have you enclosed proof of not-for-profit status, if applicable?
5. If you are a food vendor have you submitted your permit application to the Suffolk County Department of Health Services in connection with this event?
6. Are you returning this package on or before the deadline date of **Friday, August 26, 2016?**
7. If YES to all questions above, you are done! You may now return your completed package to:

Huntington Community Development Agency
100 Main Street, Suite 309
Huntington, NY 11743

***INSURANCE INFORMATION:** (Important! please provide this language to your insurance company so certificate can be generated correctly)

Food vendors who prepare or cook food at the festival site must include a certificate of liability insurance for TWO MILLION and NO/100 dollars (\$2,000,000.00 per person per occurrence for bodily injury and property damage). Food vendors who sell pre-packaged or frozen food, and all other vendors, must include a certificate of liability insurance in the amount of ONE MILLION and NO/100 dollars (\$1,000,000.00 per person per occurrence for bodily injury and property damage).

In all cases, the insurance certificate must name the **Town of Huntington** and the **Huntington Human Services Institute, Inc.** as certificate holders and additional named insureds by endorsement in connection with participation in the September 10, 2016 Huntington Awareness Day Unity Festival. Please contact the Town Attorney's Office at (631) 351-3347, with any questions or concerns regarding the insurance requirements. All Not-for-Profit organizations must provide proof of not-for-profit status. Vendors will be accepted on a first-come, first-served basis and location cannot be guaranteed.

A copy of this form will be returned to you, indicating approval or denial, and shall serve as a receipt. If you have any questions, please contact Heather Warringer at (631) 351-2881.

◆ *For Office Use Only* ◆

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|---|---|
| <input type="checkbox"/> APPLICATION APPROVED | <input type="checkbox"/> FEE PAID |
| <input type="checkbox"/> APPLICATION DENIED | <input type="checkbox"/> FEE NOT APPLICABLE |
| | <input type="checkbox"/> PROOF OF NOT-FOR-PROFIT STATUS (IF APPLICABLE) |
| | <input type="checkbox"/> INSURANCE APPROVED |

RETURNED TO APPLICANT: _____
(DATE)

- VIA REGULAR MAIL VIA FAX VIA E-MAIL