



## **WHIPPLE CITY FESTIVAL JUNE 10 & 11, 2016**

**Dear Commercial and Not for Profit Vendor,**

**It is a two day event:**

- **Date: Friday, June 10<sup>th</sup> 6-9 p.m. & Saturday, June 11<sup>th</sup> from 10-6 p.m. (you can stay longer if you wish.)**
- **Setup on Friday 2:00 p.m. to 5:00 p.m. and Saturday 8:00 a.m. to 10:00 a.m.**
- **Location: 146 Main Street on the lawn of TD Bank - Commercial vendors and Not for Profits / Community Organizations**

**This year's festival begins on Friday evening June 10<sup>th</sup> with a parade at 6:00 p.m. The festival continues with other events all day Saturday June 11<sup>th</sup> with the 5K-10K Race, horse & wagon rides through the village, food vendors, historical reenactors, carnival activities & continuous live entertainment and more. There is nothing planned for Sunday.**

**If you would like to join us please return the following. There is a discount for vendors who register early.**

**See the application for details.**

- ✓ **A completed application form**
- ✓ **A signed Rules and Regulations form**
- ✓ **Copy of your NYS Tax ID Certificate**
- ✓ **One or 2 photos of the items you'll be selling**
- ✓ **A check in the appropriate amount made payable to:  
Greater Greenwich Chamber of Commerce, Inc.**

**Registrations will be dated upon receipt, reviewed and then your acceptance will be confirmed. Spaces will be allocated on that basis.**

**Check in for the event is at the large green tent in Mowry Park. You will be directed to your space by a committee member. We cannot promise specific spaces, but we will do our best to meet your needs.**

**Please call the Greenwich Chamber of Commerce office at 518-692-7979 with any questions or concerns.**

**Sincerely,  
WCF Committee**



**Commercial Vendor Application**  
**June 10 & 11, 2016**

**Friday & Saturday Only**

All commercial vendors (Non handmade by the seller) & Not for Profits / Community Organizations will be on the lawn of TD Bank at 146 Main St.

Business Name:		Tax ID Number:	
Contact Person:			
Address:			
City:		State:	Zip:
Day Telephone:		Evening Telephone:	
Fax:		E-Mail:	

Please describe the items that you are selling.

**PLEASE NOTE:** The number of vendors selling duplicate items will be limited on a first come first serve basis.

**IMPORTANT:**

Your fee is calculated by the number of 10ft x 10ft spaces needed to accommodate your booth. If you need only a part of an additional booth, you will be charged for the entire space. For example: A 12ft x 10ft booth will require two (2) spaces. Eg: \$65 x 2 = \$130

**CALL 518-692-7979 IF YOU HAVE QUESTIONS**

**SPECIFICATIONS:**

Provide dimensions of booth (including all external fixtures, tent poles and ropes.):

\_\_\_\_\_ Length      \_\_\_\_\_ Width      \_\_\_\_\_ Height

**Electrical access fee is \$20.00. One outlet per vendor.**

Are you requesting Electrical Access?      Yes      No  
 If yes, specify 120 volts or 240 volts.

Specify your amperage draw \_\_\_\_\_

**You must provide your own exterior lead cord - minimum of 100 ft. length**

**APPLICATION FEES**

Non-Members: \$65.00 per booth space if completed application is received up to May 1, 2016

\$75.00 per booth space if completed application is received up to June 7, 2016

GGCC Members: \$35.00 per booth space.

Electrical access is \$20.00. Please circle with or without electric and include the electric fee in your total amount.

Total fees are enclosed for # \_\_\_\_\_ booth spaces with or without electric in the amount of \$ \_\_\_\_\_.

**SETUP :** is available Friday from 2:00 p.m. to 5:00 p.m. & Saturday from 8:00 a.m. to 10:00 a.m. only.

**Show times:** Friday 6:00 to 9:00 p.m. and Saturday 10:00 a.m. - 6:00 p.m.

To Prevent traffic jams unload your vehicle quickly and then move the vehicle to a side street location.

**\*\*\*\*NO EARLY DEPARTURES IN CONSIDERATION OF ALL VENDORS\*\*\*\***

**\*\*\*\*NO TEARING DOWN UNTIL 6:00 PM SATURDAY\*\*\*\***

What day and time do you plan to arrive? \_\_\_\_\_



## Commercial Vendor Application June 10 & 11, 2016

**All commercial vendors (Non handmade by the seller) will be on the lawn of TD Bank at 146 Main St.**

### Rules & Regulations

1. Booth spaces and electrical access are assigned on a first come, first serve basis. Electrical access is provided for an additional fee of \$20. Vendors are limited to one outlet. If requesting a site with electrical access, please indicate all electrical uses : \_\_\_\_\_  
  
Applicants must meet all electrical codes and **MUST** provide their own heavy duty grounded exterior lead cords for hook up. If it is determined at the sole discretion of the Greater Greenwich Chamber of Commerce, that the applicant is using electricity for an unapproved or unsafe use, the GGCC may terminate electrical access.
2. All applicants must include a copy of their NYS Tax ID Certificate with their application and display their Tax Certificate during the festival.
3. All applicants must provide a photograph of their booth and products sold.
4. Subleasing of space is prohibited.
5. The Festival is held in Mowry Park and the surrounding area on Main Street (NYS RT29) in the Village of Greenwich. **Set up will be on Friday June 10<sup>th</sup> between 2:00 pm & 5:00 pm or Saturday June 11<sup>th</sup> between 8:00 am & 10:00 am.** You must check in at the large green tent in Mowry Park prior to setting up. You may temporarily unload and pack up your vendor space along Main Street, but you must move your vehicle upon completion. Parking will be allowed on side streets & designated lots only. No parking will be allowed in the Park. The applicant is responsible for removal of trash, packing materials, boxes, etc. Security is not be provided, so please do not leave valuables unattended.
6. **Flea Market items and Flea Market Type vendors are prohibited.**
7. **The Whipple City Festival is a family event. The GGCC reserves the right to reject any items listed on this Application or from your display, as noted in this list of prohibited items. Prohibited items include, but are not limited to: Switch blades, long knives, short knives, poppers, cap guns, smoke bombs, stink bombs, fireworks, stretch bottles, explosives, sticky string, marshmallow shooters, drug paraphernalia, laser pointer, lighters, tobacco products and alcoholic beverages.**

If it is determined, at the sole discretion of the Chamber, that the applicant is not in compliance with ANY of the regulations as set forth herein or fails to remove any items upon request by the Chamber, that the Chamber considers incompatible with community or safety standards, the Chamber may expel the applicant from the Festival, without a refund.

#### Agreement:

**I understand that this application is not a guarantee of festival space. By submitting this application, I hereby agree to abide by the rules and regulations governing the festival as set forth herein, and any others that may be implemented. I understand that my failure to abide by these rules may result in my expulsion from the festival this year and in the future.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Send both sheets of the completed application, all additional documents and your check payable to:**

**Greater Greenwich Chamber of Commerce, Inc.  
6 Academy St.  
Greenwich, NY 12834**

For further information call the GGCC at 518 692-7979.