

Greater Greenwich Chamber of Commerce, Inc.  
6 Academy Street  
Greenwich, NY 12834  
(518) 692-7979  
[info@greenwichchamber.org](mailto:info@greenwichchamber.org)



**June 16 & 17, 2017**

Dear Commercial and Not-for-Profit Vendor,

Planning for the 25<sup>th</sup> annual Whipple City Festival is underway! Here is what you need to know:

- **This is a two day event** – Friday, June 16 from 6:00-9:00 PM and Saturday, June 17 from 10:00 AM to 6:00 PM (you may stay later into Saturday evening if desired)
- Setup is Friday, June 16 from 12:00 Noon to 5:00 PM and Saturday, June 17 from 8:00 AM to 10:00 AM
- Commercial and Not-for-Profit vendors will be assigned spaces on the lawns of TD Bank, located at 146 Main Street.

**General Festival Information:**

This year's festival will begin the evening of Friday, June 16 with a parade at 6:00 PM in the Village of Greenwich. Live music in Mowry Park will follow into the evening. The Festival continues on Saturday, June 17 with 5K-10K Races and a 1K Kids Fun Run, horse & wagon rides through the Village, family-friendly games and activities, local entertainment, historical reenactments, food, crafts and exhibitors. The Festival concludes Saturday night.

**If you would like to join us, please return the following items:**

- ✓ Your completed Application Form
- ✓ Your signed Rules & Regulations Form
- ✓ A copy of your NYS Tax ID Certificate
- ✓ Two (2) photographs of the items you will be selling
- ✓ A check in the appropriate amount (see application form) made payable to:  
Greater Greenwich Chamber of Commerce, Inc.

**There is a discount for vendors who register early. See application for details.** Applications will be dated upon receipt and reviewed. If confirmed, you will receive notification by email or postal mail, whichever you prefer. Space is allocated as vendors are confirmed and while we cannot guarantee specific spaces, we will do our best to meet your needs.

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

Thank you!

Whipple City Festival Committee



Commercial Vendor Application  
June 16 & 17, 2017

Friday & Saturday Only

All Commercial Vendors (goods not handmade by the seller), Not-for-Profit Vendors, and Community Organizations will be assigned a vendor space on the lawns of TD Bank at 146 Main Street

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

Please describe the items you will be selling and include 2 photographs of the items.

**\*\*PLEASE NOTE: Vendors selling duplicate items will be limited on a first come, first serve basis.**

**VENDOR FEE**

\$35.00 per booth space for Greater Greenwich Chamber of Commerce Member GGCC Member? YES NO  
 \$65.00 per booth space for Non-Member if a complete application is received by May 8, 2017. Applications received after May 8, 2017 are subject to availability and \$75.00 per booth space

**SPACE SPECIFICATIONS**

Your fee is calculated by the number of 10ft x 10ft spaces needed to accommodate your booth. If you require more than a 10ft x 10ft space, you will be charged for two spaces.  
 Example: A 10ft x 12ft booth will require two (2) spaces.

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

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

**ELECTRICAL ACCESS**

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

**Are you requesting electrical Access? YES NO**  
**How many volts? 120 volts 240 volts**  
 Specify your amperage draw \_\_\_\_\_  
 Please indicate all electrical uses \_\_\_\_\_

\_\_\_\_\_

**Bring your own exterior lead cord – min. 100 ft length**

**SET UP** is available Friday from 12:00 Noon to 5:00 PM and Saturday from 8:00 AM to 10:00 AM only.  
 Show times are Friday 6 – 9 PM and Saturday 10 AM – 6 PM **\*\*\*NO TEARING DOWN UNTIL AFTER 6 PM SATURDAY\*\*\***

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

**DUE WITH THIS APPLICATION**

Vendor Fee: \_\_\_\_\_

# of Spaces: \_\_\_\_\_ (Each space is measured 10ft x 10ft)

Electrical: \_\_\_\_\_ (\$20.00 flat fee)

Total Due: \$ \_\_\_\_\_

\_\_\_\_\_ Yes, I have included two photographs of my items  
 \_\_\_\_\_ Yes, I have included a copy of my **NYS Tax ID Certificate**



*Commercial Vendor  
Rules & Regulations  
June 16 & 17, 2017*

**All Commercial Vendors (goods not handmade by the seller), Not-for-Profit Vendors, and Community Organizations will be assigned a vendor space on the lawns of TD Bank at 146 Main Street**

1. Booth spaces and electrical access will be assigned on a first come, first serve basis. Electrical access is provided for an additional fee of \$20. Vendors are limited to one outlet.
2. Applicants **MUST** meet all electrical codes and are required to 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.
3. All applicants must include a copy of their **NYS Tax ID Certificate** with their application and display their Tax Certificate throughout the festival.
4. All applicants must provide two (2) photographs of the products they will be selling during the festival.
5. Subleasing of space is prohibited.
6. The Festival is held in Mowry Park and the surrounding area on Main Street (State Route 29) in the Village of Greenwich.
7. **Set up is on Friday, June 16 from 12:00 Noon to 5:00 PM and again on Saturday, June 17 from 8:00 AM to 10:00 AM ONLY.**
8. Check in is at the large green GGCC tent in Mowry Park prior to setting up.
9. Once you have been assigned your vendor space, you may temporarily load and unload along Main Street, but you must move your vehicle upon completion. Parking will be allowed on side streets and in designated lots only. No parking will be allowed in Mowry Park.
10. Applicant is responsible for the removal of all trash, packing materials, boxes, etc.
11. Security is not provided, so please do not leave valuables unattended.
12. **Flea Market items and Flea Market type vendors are prohibited.**
13. 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. **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, silly string, marshmallow shooters, drug paraphernalia, laser pointer, lighters, tobacco products and alcoholic beverages.
14. If it is determined, at the sole discretion of the GGCC, 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 GGCC, that the GGCC considers incompatible with community or safety standards, the GGCC 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**

Please send your complete application, this signed Rules and Regulations form, and all additional documents with your check payable to:

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

Please call the Chamber Office with any questions at (518) 692-7979.