

400 Doansburg Road, Box 719
Brewster, NY 10509-0719

Phone: 845 279 2995
Fax: 845 279 3077



VENDOR APPLICATION AND CONTRACT

BIRDS OF PREY DAY: SUNDAY, JUNE 2, 2024 10:00AM - 3:00PM

Thank you for your interest in *Green Chimneys' Birds of Prey Day*, a family event to celebrate animals and the environment. Held on Green Chimneys' Brewster campus, the event will feature live bird of prey demonstrations, celebrities, hay rides, and farm tours. Vendors will exhibit environmentally sound products with a focus on animals and the environment. Green Chimneys is a nonprofit organization that restores possibilities and creates futures for children with emotional, behavioral, social and learning challenges.

NAME OF BUSINESS/ORGANIZATION: _____

CONTACT NAME: _____

DAYTIME PHONE: _____

EMAIL: _____

ADDRESS: _____

I WOULD LIKE TO RESERVE:

_____ 10x10 space(s) @ \$75.00 each [space only, no extras]

_____ 10x10 space(s) @ \$125.00 each with (1) tent, (1) 8ft. table and (2) folding chairs per space, provided by Green Chimneys

PAYMENT:

A check, payable to **Green Chimneys**, in the amount of \$ _____ is enclosed.

Cash in the amount of \$ _____ is enclosed.

Charge my credit/ debit card in the amount of \$ _____.

Circle one (1): *American Express* *MasterCard* *Visa*

Card Number: _____ Expiration Date: _____

Authorized Signature: _____ Today's Date: _____

(continued)

What type of item(s) are you selling? Price range?

LET'S GET SOCIAL: Help us find you online!

Website: _____

Facebook: _____

Twitter: _____

Instagram: _____

Connect with us too! www.facebook.com/greenschimneys.org & www.twitter.com/greenschimneys

Vendor Applications must be received on or before May 10, 2024. The application fee is non-refundable if your application is accepted. Determination and notification of acceptance will be made within one week of the receipt of the application.

Vendors NOT accepted will receive a notification of rejection, as well as the return of the reservation fee, where applicable. If you have any questions, email events@greenschimneys.org

PLEASE REVIEW AND SIGN THE VENDOR RULES AND REQUIREMENTS BELOW

(continued)

VENDOR RULES AND REQUIREMENTS

BIRDS OF PREY DAY: SUNDAY, JUNE 2, 2024 10:00AM-3:00PM

BOOTH SPECIFICATIONS: There will be up to approximately 35 booths. Each booth area is 10'x10' and located on gravel, dirt and grass. Draping, canopies, and other display equipment are the vendor's responsibility and must be limited to the assigned space(s). Booths will be assigned on a first come, first serve basis.

NO ELECTRICITY OR WIFI WILL BE PROVIDED. LTE coverage can, at times, be unreliable on our premises. A hot-spot is recommended if you wish to complete card transactions.

PARKING AND SET-UP/ DISMANTLING: Vendors are permitted to bring cars near the vendor area for loading and unloading purposes only. Cars must be moved to the Reserved Vendor Parking Area in the *LLAMA LOT*. All vendors must display a parking permit (provided by Green Chimneys) in windshields during the event. **Set-up time is between 7:00am and 9:00m ONLY. Booths will open at 10:00am and will remain open until 3:00pm. No vehicles will be permitted on or near the field after 9:30am or prior to 4:30pm.** All vendors are required to remove their own trash and all unsold merchandise between the hours of 3:00pm and 5:30pm. Nothing is to be left behind at the Green Chimneys premises (unless a table, chairs and tent were requested and paid for).

CONDITIONS OF SALE: Hours of sale are from 10:00am to 3:00pm. Vendors must attend their booths throughout the sale hours. The event will be held rain or shine. There is no rain date. Vendors may not share or further sublease any booth(s) without the express written consent of Green Chimneys. **Vendors must provide a copy of their license to do business/ collect tax in New York (Tax ID#). A New York State tax certificate and proof of liability insurance is required.** All vendors must collect taxes and are responsible for all reporting and payment of taxes. Vendors should have their sales and return policies clearly stated at their booths. No animals, weapons (including guns, knives, swords, etc.) or any other items that are illegal to sell in New York State may be sold. No political messages, vulgar expressions, or sexually inappropriate items may be sold or put on display.

HOLD HARMLESS: Vendor agrees to absolve and release the friends of Green Chimneys and Green Chimneys Children's Services, Inc., and all of their directors, officers, employees, volunteers, and assigns from all liability for any loss or damage sustained in connection with the Event, however caused or inflicted, and including cancellation of the event, or part thereof, for any reason whatsoever. Vendor agrees to indemnify and hold harmless Friends of Green Chimneys and Green Chimneys Children's Services, Inc., and all of their directors, officers, employees, volunteers, and assigns from any act or omission by Vendor which may result in loss or damage to person or property.

CONDUCT ON PREMESIS: NO SMOKING or possession of alcoholic beverages is permitted anywhere on the premises. No pets permitted. Green Chimneys reserves the right to remove persons, including vendors, exhibiting conduct deemed to be inappropriate, offensive, or inconsistent with the family-nature of the Event.

DONATIONS: All vendors are requested to give Green Chimneys a donation of at least 15% of their sales, before taxes.

By execution of this agreement, the undersigned VENDOR hereby certifies that they have read and agree to abide by the terms of this Agreement.

VENDOR SIGNATURE: _____ DATE: _____

PRINT NAME: _____

FRIENDS OF GREEN CHIMNEYS

BY: _____ DATE: _____

PRINT NAME: _____