



## Vendor Application – Harvest Festival 2019

**Saturday, October 12<sup>th</sup>, 2019 - 2pm to 10pm**  
**Downtown Peekskill - Rain or Shine**

Peekskill’s second annual Harvest Festival will again be one of the Hudson Valley’s premier fall musical and creative events, drawing thousands of people from the tri-state area to enjoy this free, open-air concert on the streets of historic downtown Peekskill. This year, we aim to attract 10,000 festival-goers with a significant promotional campaign. The **Peekskill Harvest Festival 2019** will be a great family event.

<u>VENDOR FEES</u>
<b>BID Members: Free</b>  <b>Art Vendor Fee: \$75</b> <b>Retail Vendor Fee: \$125</b> <b>Food Vendor Fee: \$225</b>

<u>DEADLINE</u>
<b>Application due by Sept 30<sup>th</sup></b> <b>SPACE</b> <b>outdoor festival 10’X10’</b> <b>(larger spaces available, must inquire)</b> <b>(Food Trucks Permitted)</b> <b>vendors supply their own booth</b>

<u>PAYMENT</u>
<b>Cash or Checks payable to:</b> <b>Peekskill BID</b> <b>memo: Peekskill Harvest Festival</b>  <b>Mail</b> <b>PO Box 206, Peekskill, NY 10566</b>

**VENDOR APPLICATION – PEEKSKILL HARVEST FESTIVAL – October 12<sup>th</sup>, 2019**

I am a Peekskill BID member (live, rent, own property in BID district)     I am not a Peekskill BID member

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

**TYPE of VENDOR**

FOOD     CANDY/ICE CREAM/DESSERT     RETAIL     ARTS/CRAFTS     OTHER \_\_\_\_\_

CHECK IF YOU HAVE A TENT     WHAT IS THE PRICE RANGE OF YOUR ITEMS? \_\_\_\_\_

**DETAILED VENDOR PRODUCT DESCRIPTIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DO YOU HAVE VENDOR’S INSURANCE?     YES     NO

### **Peekskill Harvest Festival 2019 - General Guidelines:**

- Vendor fees must be paid in full prior to the festival.
- All vendors using vehicles to load equipment/merchandise will have access to the vending area between the hours of 11:30am and 1:30pm. After unloading, all vendors have free parking at the James St Parking Garage. All vehicles must leave the festival area by 1:30pm. *(Additional info will be sent)*
- Spaces will be assigned at the discretion of management, in advance of the festival. Your space assignment cannot and will not be changed the day of the event.
- Vendors are allowed a 10' x 10' tent/canopy only – larger tents cannot be accommodated without prior approval.
- All stands or tables will be of stable, safe, and clean construction.
- Due to the outdoor nature of our event, we request all four legs of your tent to be weighted with a 25-pound weight. No stakes will be able to be used.
- Vendors must be ready by the festival start time of 2 pm.
- All vendors must provide their own equipment, tables, chairs, tape, string, etc.
- If you carry it in, please plan to carry it out at the end of the night. This includes packing materials and other debris related to your vending process.
- Vendors are responsible for the security of their booth during load-in, load-out and during festival hours.
- This festival runs from 2 pm to 10 pm, we would expect you to stay till the end of the festival. If you need to leave earlier, you may do so provided you can break-down in a safe and non-obtrusive manner. You would need to carry your items out of the festival, as you will not be able to bring a car into the festival till after 10 pm.
- This is an outdoor festival. There will be no refunds due to inclement weather after 10 am on 10/12/2019.
- Vendors may not exhibit any material deemed offensive or objectionable, to the adjacent or surrounding vendors, or to the festival as a whole.
- Electricity is extremely limited. Small, quiet generators will be allowed and can be put directly behind your purchased space. The BID reserves the right to have you discontinue use of a generator that we feel is a problem.
- Unprofessional conduct or abusive language by vendors towards festival staff, volunteers, other vendors or attendees may be excluded from future festivals, and or immediate expulsion.

### **All Food Vendors:**

- Please be reminded that there is no sale of beer or alcohol by food vendors.
- All food vendors are required to submit a menu listing types of foods to be sold with application in order to avoid duplication.
- It is the responsibility of ALL FOOD VENDORS to obtain the appropriate Board of Health permits to be displayed at your vending area. This is not the responsibility of the Festival Producers.
- All Food Vendors MUST provide a PROOF OF INSURANCE WITH MINIMUM LIABILITY COVERAGE OF \$1,000,000 naming the Peekskill BID and the City of Peekskill as additional insured. Please send with your application.
- The Vendor shall be responsible for all cleanup of all debris from their Vendor space and surrounding area.

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Peekskill Harvest Festival 2019  
Vendor Indemnification Clause

We, (Company Name) \_\_\_\_\_

Address \_\_\_\_\_

And our employees, subcontracted staff, family members, friends and/or volunteers assisting us for the day on Saturday, October 12<sup>th</sup>, 2019 will indemnify, defend and hold harmless the Peekskill Business Improvement District, its officers, directors, consultants, partners, agents, members, and employees, and the City of Peekskill, NY, from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees arising out of or caused by me or by our employees, subcontracted staff, family members, friends and/or volunteers assisting me for the day on October 12<sup>th</sup>, 2019, in conjunction with the Peekskill Harvest Festival.

In Addition, I agree to indemnify and hold the Peekskill BID, the City of Peekskill, Event Producers, volunteers, and all Festival staff harmless from any liability, loss, claim or damage of any nature whatsoever as a result of participating in the event, and hereby consent to the enforcement of all rules and regulations of the festival. I have read, and agree to abide by all terms and conditions for booth space as stated in this application.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ DATE: \_\_\_\_\_

Company Name: \_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

Please Return Application (page 1 and 3) and Payment By **September 30<sup>th</sup>, 2019** to:  
*(Space is limited, don't delay!!)*

Mail: **Peekskill BID, Attn: Peekskill Harvest Festival, PO Box 206, Peekskill, NY 10566**

Questions Email: [Peekskillharvestfestival@Gmail.com](mailto:Peekskillharvestfestival@Gmail.com)

**THANK YOU – HAVE A GREAT FESTIVAL!**

