



**Sleepy Hollow Lit Fest**  
 c/o Hudson Valley Writers Center  
 300 Riverside Drive  
 Sleepy Hollow, NY 10591  
 914.332.5953

## Sleepy Hollow Lit Fest Vendor Application

**LOCATION:** Patriots Park, Tarrytown, NY

**DATE:** SATURDAY, May 18, 2019

**Set-up:** 7:00 am to 9:30 am **Lit Fest:** 10:00 am to 5:00 pm ***RAIN OR SHINE!***

**COST per 10' x 10' space** (no table or tent provided). Maximum number of spaces per vendor is three.

Retail \$75/space, food \$125

\$35/space for **non-profits** provided a 1/2 space 5' X 5'

### Important information:

- This fee is NON-REFUNDABLE after May 3, 2019. Prior to May 3rd refundable less \$50. Lit Fest runs rain or shine, there is no rain date.
- Fee entitles Vendor to an approximately 10' x 10' space.
- The number of Vendors is limited and **FEES MUST BE PAID IN ADVANCE. You MUST receive a confirmation to attend.**
- Weights are **REQUIRED** to secure tents during winds. If they are not in place during the fair you may be asked to close.
- You must find your own off-site parking before 9:30 AM
- Vendors supply their own tables, chairs and tents. Tents are recommended to protect vendors and their products from rain and sun.
- Loudspeakers and PA systems are not permitted.
- Limited electricity is available.** Vendors requiring electric power must request at time of application on a first-paid first-assigned basis. No generators allowed.
- Spaces are pre-assigned on a first-paid first-assigned basis. No particular space can be guaranteed.

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Tel# ( ) \_\_\_\_\_ Cell #: \_\_\_\_\_

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

Business Type: Retail: \_\_\_\_\_ Food Vendor: \_\_\_\_\_ Non-Profit: \_\_\_\_\_ Craft \_\_\_\_\_ Chamber Member? Yes/No

# of space(s) \_\_\_\_\_

Payment method: Check\*: \_\_\_\_\_ Money Order: \_\_\_\_\_ Visa/MC: \_\_\_\_\_

*\*Make checks payable to: Hudson Valley Writers Center, 300 Riverside Drive, Sleepy Hollow, NY 10591*

Amount Enclosed \$ \_\_\_\_\_ Non Refundable, Rain or Shine! Must initial here that you agree

\_\_\_\_\_

Card Holder's Name: \_\_\_\_\_

Visa/MC \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Exp. Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

3-Digit Code \_\_\_\_\_

Billing Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

NYS RESALE # (if applicable): \_\_\_\_\_

I will exhibit the following items: (Items must be listed to validate contract).

\_\_\_\_\_

\_\_\_\_\_

**N.B. Toy vendors - No "Silly String", "Snaps" or "Pop-Pops" (Loud Noise) Toys and no fireworks!**

BY SIGNING THIS AGREEMENT, THE VENDOR AGREES TO:

- Set up his/her exhibit by 9:30 AM. *Please note that if you are not on site by 10:00 AM we will assign your space to someone from our waitlist.*
- Remain **set up** for the entire length of Lit Fest unless otherwise advised by the Writers Center
- Cooperate in the gathering of trash in and around your space.
- Withdraw any material found objectionable to the Writers Center or products that are exclusive to another vendor.
- **Sell only the products listed on the application.** If Vendor has products not listed on the application that are in conflict with other nearby Vendors, the Chamber may ask Vendor to remove those items.
- Indemnify, defend and hold harmless the *Hudson Valley Writers Center*, the *Village of Tarrytown* and the *Tarrytown Police Department* and its members, officers, employees, agents and representatives for all claims of bodily injury, property damage, and personal injury including all consequential financial loss resulting therefrom as well as all legal expenses involved in handling such claims.
- Collect and pay all municipal, state and federal taxes related to all sales made, **hold a valid NYS Resale Number** and provide the Writers Center with such resale number.
- Vendors must provide the Writers Center with a **Certificate of Insurance evidencing** a minimum of \$1,000,000 liability insurance naming the *Hudson Valley Writers Center*, the *Village of Tarrytown* and the *Tarrytown Police Department* as additional insureds.
- Food Vendors shall obtain and display any permits required by the Westchester County Dept. of Health. *Contact 914-864-7331*
- **The Lit Fest ends at 5:00 PM. Vendors must cease sales at that time.**

THE EXHIBITOR AGREES TO PAY A **NON-REFUNDABLE** SPACE RENTAL FEE. NO PARTIAL PAYMENTS ACCEPTED! THE UNDERSIGNED EXHIBITOR AGREES TO FULFILL THE CONDITIONS STATED ABOVE.

\_\_\_\_\_ / \_\_\_\_\_ / 2019

EXHIBITOR'S SIGNATURE

Date