

## **Pleasant Valley Weekend Vendor Application**

### **September 15, 16, 17, 2017**

The following information is required when applying for space. The ground rules, terms, conditions and dates shown must be adhered to for approval. Pleasant Valley Weekend Committee reserves the right to approve or deny any applicant.

Vending hours are Friday 6:00pm-10:00pm Saturday 11:00am-10:00pm Sunday 11:00am-10:00pm

Vendors are asked to be set up and ready for customers 45 minutes before the start time.

Vehicles should be removed 1 hour prior to start time.

Only one food vendor will be approved for any product sold. For example, there will be only one hot dog vendor, there will be only one BBQ vendor. A vendor may sell more than one item. For example, a vendor may sell hamburgers and french fries.

- All beverages, such as soda, water and/or juice, are to be sold for a minimum of \$1.50
- All beverages must be provided in cans, plastic bottles (No glass). No dispensers or cups are to be used.

Food vendors must obtain their own Temporary Food Permit from the Dutchess County Health Department. See related guidelines. All food permits must be visibly displayed. No vendor will be allowed to sell any food item that is not covered by a DCHD permit.

- Please be sure to read and understand all aspects of the Food Handling Guidelines, especially proper food temperatures for both preparation, transport and storage, hair control (Hat or net), hand covering (Food handler gloves), and cleaning procedures (10% Chlorine Bleach or commercial product, easily accessible per DCHD).
- Please note that any food which is not prepared at the venue, and is prepared off site, must be prepared from an established, Board of Health approved facility and transported to the venue in an approved manner.
- Lead time on permits can be very long. Time is of the essence. It is strongly suggested the application for a permit be submitted to the DCHD at least six (6) weeks prior to the first day of the venue.

All vendors are expected to maintain their booth space in a neat and safe manner. Vendors must supply their own trash receptacles for use inside their booth space. All trash must be placed in heavy duty trash bags prior to collection by the PVW Staff. Gray water is to be disposed of in the disposal tank provided at the weekend by the weekend committee. First-Aid and Bee sting kits are encouraged. Please bring appropriate fire extinguisher if your booth requires it.

Vendors must remove all trash after dismantling their booth. Grass areas are to be raked and asphalt areas are to be swept clean.

Food condiments (such as mustard, catsup, salt, pepper, vinegar, sugar, creamers, etc.) are to be dispensed from plastic bottles (No glass) or covered flip top bowls. Individual packets shall not be used .

Only single phase 120 VAC or 240 VAC electrical power is available at the venue. 240 VAC drops are limited. Vendors must supply their own extension cords. Cords for use on 120 VAC must be 3 wire with a minimum of 12 AWG. Ground pins must be intact and functional. Vendors must supply their own lighting.

All vendors selling products that could cause bodily harm whether it be physical or by ingestion, must supply their own liability, property insurance and workman's compensation insurance. The Town of Pleasant Valley and The Pleasant Valley Weekend Committee shall be named as co-insured and shall be held harmless in all matters related to the venue.

- A copy of the insurance declaration page or rider, showing the co-insured, shall be provided with this application.
- While security will be provided at the venue throughout the day and overnight, each vendor is responsible for any damage, breakage, loss or theft of any item in their booth. The organizations shown above shall be held harmless in all such matters related to the venue.

Vendors from the previous year will be grandfathered in to what they had sold in that year. This allowance will expire on the 15<sup>th</sup> of May if you have not provided your vendor fee and application to the Committee by that date.

Please note that vendor fee checks are to show the payee as "the Pleasant Valley Weekend Committee"

\*\*\*\*\* Vendor Fees are nonrefundable\*\*\*\*\*

- Vendor applications, all insurance documents and Application fees must be received together on or before August 1, 2017.
- Mailing address: Pleasant Valley Weekend Committee; C/O Terri Albrecht P.O. Box 226 Pleasant Valley, NY 12569, Or you may drop your application off to the town hall

**PLEASE PRINT**

Vendor Name: \_\_\_\_\_

Address Street/Box: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact(s): \_\_\_\_\_

Tel. Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell Number:(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Product(s) / Service(s) sold. Be very specific: \_\_\_\_\_

Tent Space: \_\_\_\_\_ Will provide own tent which is a maximum of 10' x 10' and is fire retardant.  
 (Please Check One) \_\_\_\_\_ Will use tent space provided by PVW up to a maximum of 10' x 20' Space is limited  
 \_\_\_\_\_ Do not require tent space. Do require setup space up to a maximum of 10' x 10' for operations. If more space is required, please contact Sandi Shipley 914-204-4319

Electrical Power: (Circle) 120 or 240 VAC; 3 or 4 wire;  
 Total Amperage \_\_\_\_\_ and Total wattage \_\_\_\_\_ load for operation.  
 Please Circle and tell us how many of each you will have at the event. If item is not listed please indicate here: \_\_\_\_\_

Deep Fryer	Refrigerator	Oven	Frying pan	Freezer	Coffee Maker	Slicer	Toaster
Can Opener	Cash register	Computer	General Lighting	Air Conditioner	Cooling fans	Heat lights	Microwave

Water, Potable: \_\_\_\_\_ Required; \_\_\_\_\_ Will bring own water

LP Gas: Must supply own tanks, maximum of 100# per tank. All tanks must be firmly anchored, so as to not to be able to be knocked over, to a driven stake or to the outfield fencing, NOT to the tent posts.

Application Fees Must be mailed in with application. Use the chart to the right to indicate what fee you will need to provide. All application fees are NON REFUNDBLE. If fee is not received you will not be able to set up at the event. Non-Profit vendors must provide 501c3 paperwork.

Thank You

Vendor application Fees	Local ( Pleasant Valley, Salt Point, Washington Hollow)	Out of Town
Non-Profit Info Only	<input type="checkbox"/> \$25	<input type="checkbox"/> \$35
Non-Profit Making a profit on site	<input type="checkbox"/> \$55	<input type="checkbox"/> \$65
Commercial Info only	<input type="checkbox"/> \$65	<input type="checkbox"/> \$95
Commercial Making a profit on site	<input type="checkbox"/> \$150	<input type="checkbox"/> \$175
At home Crafters	<input type="checkbox"/> \$65	<input type="checkbox"/> \$75

By signing below, the Vendor described agrees to the ground rules, terms, conditions and dates as presented on pages one (1) and two (2) as detailed above.

Signature of legally authorized person to represent the Vendor as described above:

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_