



# 2019 CRAFT/FOOD VENDOR APPLICATION

c/o Riverhead BID  
200 Howell Ave, Riverhead, NY 11901  
AliveOn25Riverhead@gmail.com, 631-209-4244  
aliveon25.Com

**A COMPLETE APPLICATION DOES INCLUDES PROPER INSURANCE AND PAYMENT IN FULL. A COMPLETE APPLICATION DOES NOT GUARANTEE ACCEPTANCE**  
NO PAYMENTS WILL BE PROCESSED WITHOUT COMMITTEE APPROVAL OF APPLICATION.

**WEDNESDAY: JULY 3**  
**THURSDAYS: JULY 18, AUG. 1 & AUG 15 5-9:30PM**  
Rain Date: August 22

## VENDOR FEES: Total for 4 nights - NO PRORATED FEES

## IMPORTANT DATES

### CRAFT VENDOR PER 10' X 10' SPOT.....\$375

Includes artists & craftspeople; antiques & collectibles; manufactured goods and/or retail/commercial goods, information booths.

- Riverhead Chamber Members..... \$250
- Riverhead BID Business Rate .....\$200
- Non-for-Profit (proof of status required).....\$120

### FOOD/ CONCESSION

Limited to one (non alcohol) Truck, Trailer or Stand per Vendor. Food booths are provided a 10' x15' space. To maintain the integrity of the event, major overlap in foods will not be allowed.

**Food vendors must obtain Suffolk County Dept of Health permit**

- Food Vendor .....\$650
- Riverhead Chamber Members..... \$525
- Riverhead BID Business Rate .....\$400

### EARLY SUBMISSION

**Thurs, APRIL 18, 2019**

Priority Approval will be given to vendors who submit required paperwork and payment in full by this date.

### CLOSING DATE FOR ALL APPLICATIONS

**Thurs, JUNE 6, 2019**

### FINAL NOTIFICATION OF ACCEPTANCE:

**Thurs, JUNE 13, 2019**

### MANDATORY VENDOR MEETING/ PASS PICK UP DAY

**Thurs, JUNE 20, 2019**

**LOCATION TBD Riverhead, 4PM Meeting**

Entry passes, spot assignments and important information will be given at this meeting subject to receipt of required paperwork including insurance documentaiton and endorsements.

Vendor passes will not be mailed

**PLACEMENT:** Vendors with complete documentation and payment submitted will be considered first. All vendors will be assigned spots at the sole discretion of the Alive on 25 Operations Committee. No preferred or priority placement requests are permitted.

**FEES:** Are NON-REFUNDABLE for the full season of (4) events, with one rain date. There are no prorated fees, vendors are expected to be available for all dates. There will be no refunds for inclement weather or any other cancellations. Payment is not processed until you are approved. Payment by check or money order only, is made payable to: **Alive on 25**  
Mail: c/o Riverhead BID, 200 Howell Ave, Riverhead NY 11901

**LICENSE AGREEMENT:** Upon approval, you will be sent a separate vendor agreement, Please read, sign and return *separate license agreement* with *original signature*. The license fee is the amount you are paying for your vendor spot as per the fee schedule above.

**NYS SALES TAX CERTIFICATE.** Applications will not be processed without a copy of this certificate.

**ITEMS BEING SOLD:** Must be described in the license agreement. At the discretion of the Operations Committee, vendors found selling items other than listed on license agreement may not be allowed back into the event - with no refund provided.

### \*\*LIABILITY INSURANCE\*\*

Vendors will not be allowed in the event without proper insurance. All vendors (licensees) will be responsible for providing comprehensive general liability insurance, including product/food service liability insurance in the amount of not less than \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate with a company or companies reasonably satisfactory to the Licensor, on a primary and non-contributory basis; and naming the following three entities as "additional insureds" in the insurance certificate, and by **applicable endorsement:**

**1 Town of Riverhead**  
200 Howell Avenue, Riverhead, New York, 11901

**Riverhead Business Improvement District Management Association, Inc.**  
200 Howell Avenue, Riverhead, New York, 11901

**Riverhead Business Improvement District**  
200 Howell Avenue, Riverhead, New York, 11901

**2 LIST ALL 4 DATES + RAIN DATE**

**3 LIST LOCATION:**  
**Alive on 25 Street Festival,**  
**Main Street Riverhead**

**Documents can be emailed to aliveon25riverhead@gmail.com | 631-209-4244**  
Payment to "Alive on 25" c/o Riverhead BID, 200 Howell Ave, Riverhead, NY 11901 - check or money order only.

**2019 CRAFT/FOOD VENDOR APPLICATION**



CONTACT NAME: \_\_\_\_\_ PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEBSITE (if you have one): \_\_\_\_\_

NY STATE TAX ID/RESALE CERTIFICATE# (Must provide copy): \_\_\_\_\_

**CRAFT VENDOR - Must be completed for approval.**

DESCRIBE ITEMS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**FOOD VENDOR CONCESSIONS - Must be completed for approval.**

Food vendors must obtain Suffolk County Dept of Health permit immediately

EXACT FOOD ITEMS SOLD (If you do not list it, you might not be able to sell it): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

CIRCLE ONE: STAND TRUCK TRAILER TOTAL LENGTH OF TRUCK OR TRAILER Inc. TONGUE: \_\_\_\_\_

Licensee agrees to indemnify and hold the Town of Riverhead, Town of Riverhead Business Improvement District, Riverhead Business Improvement District Management Association, Inc., hereinafter "licensors" and their respective officers, employees, agents, representatives and officials harmless from any and all loss, claim, actions, costs or liability associated with its use of the property and related activities described herein, including liability for damages to property or for injuries or death to persons which may arise from, or be attributable or incident to the use by licensee and its employees, agents, representatives and concessionaires of the Property, excepting liability solely caused by the gross negligence of the Town of Riverhead or other above named Licensors or property owners or its employees, agents or representatives. Without limiting the generality of the foregoing, Licensee agrees to indemnify and hold the Town of Riverhead and other Licensors harmless from any lien claimed or asserted for labor, materials or services furnished to Licensee in connection with the use of the property. With respect to any suit or claim by the Town or other Licensors, whether under this indemnification provision or otherwise, Licensee, for itself, its agents, employees and representatives, hereby expressly waives any defense which might preclude or limit either enforcement of this indemnification clause or any reasonable attorneys fees incurred by the Town of Riverhead or other Licensors securing compliance with the provision of this indemnification agreement.

*I understand and agree that I alone am responsible for my property and person at all times at "Alive on 25". I understand and agree that the Town of Riverhead and the Riverhead Business Improvement District Management Association, Inc retain the right to prohibit any sale by any vendor at its absolute discretion.*

SIGNATURE: \_\_\_\_\_ TITLE: \_\_\_\_\_

Print: \_\_\_\_\_ DATE: \_\_\_\_\_

**PAYMENT/SUBMISSION**

MAKE CHECKS OR MONEY ORDER PAYABLE TO "Alive on 25"  
MAIL WITH REQUIRED DOCUMENTS TO:

Riverhead BIDMA  
200 Howell Ave, Riverhead, NY11901

# OF 10'X10' SPOTS: \_\_\_\_\_ FOOD VENDOR BOOTH SIZE: \_\_\_\_\_ AMT ENCLOSED: \$ \_\_\_\_\_

# ALIVE ON 25 EVENT INFO

## SET UP/BREAKDOWN

**4:00 PM SHARP.** Arrive no later than 4:30 p.m. NO EXCEPTIONS.

Any vendor arriving late will be told that to participate in that evening they must park their vehicle and carry their setup to their designated spot.

- All vehicles **MUST BE** removed from the street by 4:45 p.m. or be towed.
- All tables and booths must be supplied by the exhibitor.
- No early break down
- No selling after 9:15 p.m.
- Vehicles will be permitted back on site at 9:30 p.m., and must be off the street by 10:30 p.m.

**GENERAL INFO:** Vendors are responsible for keeping their displays clean. All trash and boxes are to be taken with you. No refuse to be left on the street or on the curb or in receptacles on the sidewalk. No electric service. No generators (exception: self contained generators on food trucks). Battery operated lanterns are recommended.

Any merchandise deemed by the committee objectionable and not in keeping with our family atmosphere must be removed. Nuisance items such as silly string, spray paint, toy guns, knives, fireworks of any kind, etc. are prohibited from the event and cannot be sold by vendors. Vendors are not permitted for any reason to give any portion of their designated spot(s) to other vendors. Trading of spots, without consent of all vendors involved and Committee approval is prohibited. Any non-compliance with the above stated rules or state and local regulations will result in expulsion from the event without refund or further recourse. Judgment by the Committee is final.

Vendors are responsible for keeping their area clean. All trash & boxes are to be taken with you. No refuse is to be left on the street, on the curb, or in receptacles on the sidewalk. No electric service is provided. Electric may be available for a fee. No refunds due to inclement weather or dissatisfaction of spot placement. Price must be posted large enough so customers on line can see prices.

Helium Balloons may not be sold or given away. They may be used for display purposes only. No animals of any kind may be sold, given away or used as part of a game. Personal belongings may be inspected.

**INCLEMENT WEATHER /EVENT CANCELLATION:** We will notify everyone by email and post it on our website and social media. The determination to cancel will be made by 1PM the day of the event.