

April, 29th, 2015

Dear Vendors,

We hope you will be joining us for the Hometown 4th of July in Neahwa Park! We will be scheduling a full day of music and activities including, a Fourth of July Parade beginning at noon, a Push Cart Race, Car Show, Battle of the Bands, Skateboard Competition, bounce houses, laser tag, free baseball games and more.

The festivities will start on Saturday, July 4th at 8am with the Tuff Enuff Competition, a 5K Obstacle Course and Mud Run through the park that is expected to draw approximately 1000 people. We will finish up on Saturday night with Five Star Subaru's amazing firework display. We have a rain date for the event of Sunday, July 5th.

This year we are requesting a space rental fee as follows:

Not-for-profits and Informational Booths: No Charge

Arts, Crafts and Small Product Vendors- \$50.00 per 10' x 10' space

Commercial Vendors- \$150.00 total

(This includes commercial vendors who are partnering with a not-for-profit)

I'm enclosing an application form and the guidelines. If you would like to participate, please fill it out and return it to First Night Oneonta, PO Box 101, Oneonta, NY 13820 with full payment, no later than June 5, 2015 in order to reserve your spot! For more information on the event visit www.hometown4th.com

Thanks so much,
Carol

Carol Mandigo, Chair
First Night Oneonta
PO Box 101
Oneonta, NY 13820
firstnightoneonta@gmail.com
607-432-0090 x 106
Name:

Business Name:

Address:

Phone: _____ Cell #:

Email:

Items allowed: Food, Crafts, Wholesale, Novelties, Retail, Antiques, Collectibles and Artwork

Items prohibited: Firearms, Explosives, Alcoholic Beverages and Drugs

List of items to be sold:

Set up description (Include Photo):

Vendor Fee Enclosed (Circle):

\$0 Non-profit

\$50 Arts, Crafts, Collectibles (non-food)

\$150 Commercial Food

Send application, proof of liability insurance, DOH permit (food vendors only) and payment by
June 5, 2015 to:

First Night Oneonta

PO Box 101
Oneonta, NY 13820

Please contact Carol Mandigo at 607-432-0090 ext. 106 if you have any questions.

Vendor Rules & Regulations

1. The full vendor fee must be paid in full by **6/5/15 (NO EXCEPTIONS!)**. There are no refunds due to inclement weather, civil unrest or acts of God.
2. Proof of liability naming First Night Oneonta, Inc. and the City of Oneonta as additional insured.
3. All food vendors must give a complete list of foods, beverages and additional products to be sold in the effort to avoid duplications.
4. Food vendors are responsible to meet all Otsego County & NYS Health Dept. regulations. Contact the Oneonta District office at 607-432-3911 for additional information or to apply for a permit.
5. Vendor must provide their own set ups (tent, table & chairs) and generator for power. Power in the park is limited and **will not** be provided.
6. Shelters allowed: E-Z up tents for craft and collectibles. Commercial grade fire retardant food tents are required. All tents must be staked down properly.
7. Food vendors are required to have a current inspected fire extinguisher on site. (Note: A "K" fire extinguisher is required for vendors cooking with oil. All others may have an "A,B,C").
8. Vendors are responsible for the collection and payment of any applicable sales taxes and must display their certificate.

Set Up and Tear Down (Contact- Carol Mandigo 315-378-8786)

1. Set up will begin on Friday, July 3rd (All Day) and conclude on Saturday morning, 9 am to 11am.
2. Vendors are required to enter the park by River St and check in at the First Night Headquarters located by the City of the Hills Band Shell next to the pond for their assigned space. Exhibits must be contained within the designated assigned space.
3. Vehicle access will be limited. Vendors must follow directions of the First Night Oneonta when driving on the grounds. Damage that arises from failure to follow direction will result in being held liable for the said damage.
4. Vehicles can be parked in the festival zone only to unload and load items unless prior arrangements have been made and approved by First Night Oneonta.

5. All vendors must be set up and in operation by noon the day of the event.
6. Each vendor is responsible for clean-up of their assigned space including removal of garbage.

Disclaimer

First Night Oneonta reserves the right to interpret the rules and to determine all matters pertinent thereto, and also the payments, contracts and participation rights by the vendor. In no case shall First Night Oneonta be held responsible for any loss, damage, injury, theft, death or any unforeseen occurrence at the Hometown 4th of July.

I (we) have read the rules and regulations of the Hometown 4th of July and agree to abide strictly to them.

Signature _____ Date _____

Vendor Rules & Regulations - Vendor Copy:

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