



Levittown Chamber of Commerce

PO Box 207, Levittown, NY 11756

Phone: 516-520-8000

www.levittownchamber.com / E-Mail: info@levittownchamber.com

Dear Crafts Vendor:

The Levittown Chamber of Commerce is holding a Crafts Fair on Saturday, September 21, 2019 at St. Bernard's School Gymnasium and we are inviting you to participate. The hours of the event are 10 AM to 4 PM. Hempstead Turnpike is a very busy thoroughfare and a prime location for such an event.

Vendors who participate may reserve an 8' x 8' spot for \$40 or a corner spot for \$65. You must provide your own table. The Chamber will provide up to three chairs. There will be advance publicity to alert the community to the upcoming event.

If you wish to have a raffle at your table to attract visitors' attention, we will set aside time at the end of the day for vendors to announce their winners from the stage, if you choose to do that. As a courtesy to other vendors, please plan to remain the entire day. To provide a professional looking appearance, please provide a table covering that covers your table on at least three sides. This is a community event open to families, so we appreciate your cooperation in exhibiting appropriate merchandise and materials.

Food vendors are required by the Town of Hempstead and Nassau County Department of Health to have and exhibit health department licenses. There is a limited number of outdoor spaces for food trucks at a cost of \$125. If you are interested in reserving one of those spots, please follow the instructions below. No reservations will be granted unless the application and contract are completed and signed and returned with a check.

We are accepting only one of each national products companies such as (Tupperware, Avon, Origami Owl, etc.) and reservations for these companies will be given when the application and contract on a first come, first served basis when all of the following items are received at the Chamber of Commerce office.

To reserve your space, simply complete the application that appears below along with the signed contract & return it with any certificates (if available) and food license if applicable, plus your check for the appropriate amount to Levittown Chamber of Commerce PO Box 207, Levittown, NY 11756.

Sincerely,

Louise Cassano, Event Chairperson

Contact's Name _____ Phone _____

Name of Company _____

Description of Product/Service (Please be as specific as possible) _____

Address _____ Town _____ zip _____

E-Mail _____ Is electricity required?

8' x 8' space- \$40 Corner space- \$65 Outdoor food truck- \$125 electric- \$15 additional

Special requests will be honored, if possible: _____

AGREEMENT BETWEEN THE LEVITTOWN CHAMBER OF COMMERCE, INC. and VARIOUS NASSAU COUNTY MERCHANTS AND VENDORS

1. The Levittown Chamber of Commerce, Inc. (hereinafter LCOC) is planning to hold a craft fair, flea market, street fair, etc. on Saturday, September 21, 2019 in the gymnasium of St. Bernard's School, 3100 Hempstead Turnpike, Levittown, New York 11756 (Fall Festival).
2. LCOC will be subletting rental space to vendors, artists, crafters, food & beverage sellers, service providers, games, and others consistent with the event (vendors).
3. The basic rental space shall be 8'x 8'. The rental fee for each basic rental space will be \$40. Corner spaces are limited and will be provided on a first come, first serve basis at a cost of \$65. Food truck spaces are limited to three and will be provided on a first come, first served basis at a cost of \$125 to non-chamber members, payable to LCOC upon signing this agreement, and mailed to the Chamber at P.O. Box 207, Levittown, New York 11756 by September 1, 2019. The hours of the fair shall be 10 am to 4 pm, with vendor access available at 8 am for set-up. Vendors must vacate the premises no later than 4:30 pm. LCOC reserves the exclusive right to designate the vendor space(s) and/or change the vendor space(s).
4. Electrical connection is limited and shall be available if requested in advance, at an additional cost of \$15.00.
5. LCOC will provide to its own members one (1) six (6) foot table at a rental fee of \$12 and up to three (3) chairs for each space. Non-chamber member vendors are required to bring their own 6 foot tables covered with non-flammable cloths that reach the floor in the front and on the sides. Vendor shall be responsible for leaving its space broom clean at the end of the fair. LCOC will provide garbage canisters.
6. The fair will be held rain or shine.
7. LCOC is responsible for soliciting, placing and managing all vendors. LCOC shall advertise and promote the fair within the Levittown community.
8. Vendors shall indemnify and hold harmless LCOC and its officers and board members from any claim, including reasonable attorney fees and expenses, arising out of participation in the fair. Vendor assumes sole risk of loss, theft or damage to merchandise and other personal property belonging to vendor. Vendor acknowledges that LCOC does not assume any responsibility to ensure the safety or to protect Vendor's merchandise from loss or damage caused by fire, rain, theft, malicious mischief, accident or any other cause. Vendor acknowledges that Vendor has been advised to purchase insurance to protect against these and other losses. Vendor agrees to indemnify and hold LCOC and their partners, directors, officers, shareholders, managers, employees and its agent harmless from any liability damage, cost or expense (including reasonable attorneys' fees and court costs) arising from (a) Vendor's use of or activities in or around Vendor's spaces (s) and/or (b) injury to persons or property resulting from any cause whatsoever including, but not limited to, any furniture or fixtures in Vendor's Space, or from Merchandise, other property or other items sold or exchanged by Vendor. Vendor assumes full responsibility for all merchandise Vendor offers for sale. Vendor shall be responsible for declaring and paying sales tax on all its sold items. Vendor represents it has all licenses that may be required, if any, and will supply LCOC with an "Additional Insured" certificate if available.
9. All food vendors must submit a copy of their license from the Nassau County Department of Health and Town of Hempstead to LCOC by September 1, 2019.
10. This agreement may be entered into in counterparts and transmitted physically or electronically or both.
11. Vendors may unload and load at the entrances to the gym, but agree to move vehicles to the public parking field adjacent to the church grounds to make room for customers.
12. LCOC reserves the right at its sole discretion to refuse to rent a space to anyone.

Vendor _____

Print vendor's name, address, telephone number

Levittown Chamber of Commerce, Inc.