

Birds of Prey Day • Sunday, June 7, 2020  
10:00am – 4:30pm

## VENDOR APPLICATION AND CONTRACT

Thank you for your interest in the 28<sup>th</sup> Annual **Birds of Prey Day**, a family event to celebrate animals and the environment. Held on Green Chimneys' Brewster campus, the event will feature live bird of prey demonstrations, celebrities, pony rides, hayrides, and farm tours. Vendors will exhibit environmentally sound products with a focus on animals and the environment. Green Chimneys is a nonprofit organization that restores possibilities and creates futures for children with emotional, behavioral, social and learning challenges.

NAME OF BUSINESS/ORGANIZATION: \_\_\_\_\_

CONTACT: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

I would like to reserve \_\_\_\_\_ 10x10 booth(s) @ \$50.00 each.

I require \_\_\_\_\_ 8-foot tables @ \$15.00 each

I require \_\_\_\_\_ folding chairs @ 2 for \$5.00

I prefer to bring my own table and chairs to fit within my 10x10 booth

### Payment

A check, payable to **Green Chimneys**, for \$ \_\_\_\_\_ is enclosed.

Please charge my credit card in the amount of \$ \_\_\_\_\_.  
Circle one: *American Express MasterCard Visa*

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Mail completed application to: Paige Cahill, Administrative Assistant – Recreation and Public Programs  
Green Chimneys  
400 Doansburg Rd. - Box 719  
Brewster, NY 10509-0719

What types of items are you selling? \_\_\_\_\_

Price Range? \_\_\_\_\_

### Let's get social – help us find you online!

Website: \_\_\_\_\_ Facebook: \_\_\_\_\_

Twitter: \_\_\_\_\_ Instagram: \_\_\_\_\_

Connect with us too! [www.facebook.com/greenschimneysorg](http://www.facebook.com/greenschimneysorg) and [www.twitter.com/greenschimneys](http://www.twitter.com/greenschimneys)

**Applications must be received by Friday, May 15, 2020. The Application fee is nonrefundable for accepted applications. Determination and notification of acceptance will be made within one week of application. Vendors not accepted will receive notification along with return of reservation fee, where applicable. If you have any questions, contact Paige Cahill at (845) 279-2995, ext. 307 or email [pcahill@greenschimneys.org](mailto:pcahill@greenschimneys.org)**

**\*Please Review and Sign: Vendor Rules and Requirements\***



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## VENDOR RULES AND REQUIREMENTS

**BOOTH SPECIFICATIONS:** There will be up to approximately 30 booths. Each booth area is 10'x10' and located on grass. Draping, canopies, and other display equipment are the vendor's responsibility and must be limited to the assigned space. Booths will be assigned on a first come, first served basis.

**No electricity or Wi-Fi will be provided.** LTE coverage can, at times, be unreliable on our premises. A hot-spot is recommended if you wish to complete credit card transactions.

**PARKING AND SET-UP/DISMANTLING:** Vendors are permitted to bring cars near the vendor area for loading and unloading purposes only. Cars must be moved to the Reserved Vendor Parking Area in the Llama Lot. All vendors must display a parking permit (supplied by Green Chimneys) in windshields during the Event. Set-up time is between 7 a.m. and 9:00 a.m. only. Booths will open at 10:00 a.m. and will remain open until 4:30 p.m. No vehicles will be permitted on or near the field after 9:30 or prior to 4:30pm. All vendors are required to remove their own trash and all unsold merchandise between the hours of 4:30 p.m. and 6:00 p.m. Nothing is to be left behind on Green Chimneys premises.

**CONDITIONS OF SALE:** Hours of sale are from 10:00 a.m. to 4:30 p.m. Vendors must be in attendance at their booths throughout the sale hours. The event will be held rain or shine. There is no rain date. Vendors may not share or further sublease any booth(s) without the express written consent of Green Chimneys. **Vendors must provide a copy of their license to do business/collect tax in New York (Tax ID#). A NYS tax certificate and proof of liability insurance is required.** All vendors must collect taxes and are responsible for all reporting and payment of taxes. Vendors should have their sales and return policies clearly stated at their booths. No animals, weapons, (including guns, knives, swords etc.) or any other items that are illegal to sell in New York State may be sold.

**HOLD HARMLESS:** Vendor agrees to absolve and release the Friends of Green Chimneys and Green Chimneys Children's Services, Inc., and all of their directors, officers, employees, volunteers, and assigns from all liability for any loss or damage sustained in connection with the Festival, however caused or inflicted, and including cancellation of the event, or part thereof, for any reason whatsoever. Vendor agrees to indemnify and hold harmless Friends of Green Chimneys and Green Chimneys Children's Services, Inc., and all of their directors, officers, employees, volunteers, and assigns from any act or omission by Vendor which may result in loss or damage to person or property.

**DONATION:** All vendors are requested to give Green Chimneys a donation of at least 15% of their sales, before taxes.

**CONDUCT ON PREMISES:** **No smoking** or possession of alcoholic beverages is permitted anywhere on the premises. No pets are permitted. Green Chimneys reserves the right to remove persons, including vendors, exhibiting conduct deemed to be inappropriate, offensive or inconsistent with the family nature of the event.

By execution of this agreement, the undersigned VENDOR hereby certifies that they have read and agree to abide by the terms of this Agreement.

VENDOR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

FRIENDS OF GREEN CHIMNEYS

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

