

*"Pride of the Heart of the Hudson Valley"*  
*Buy Local ~ Holiday Extravaganza Event*  
*& Thanksgiving Farmers Market*

2014 Vendor Application  
Contract Rules and Regulations

**DATE:** Saturday, November 22, 2014

**PLACE:** Marlboro Elementary School, 1380 Rt. 9W, Marlboro, NY 12542

**VENDOR FEES:**

1. Vendor Fees:
  - **New 2014 Buy Local vendors - \$30**
  - **Returning 2013 Buy Local vendors - \$25**
  - **MMiM members vendors - \$20**
  - **Nonprofits/fundraising - free**
2. Payment is due and payable at the time the contract is returned to *Event Management*. Vendor understands that once *Event Management* accepts Vendor as a participant, the vendor fee is non-refundable.
3. The Fee entitles vendors to a space to fit an 8' ft. table and standing/sitting space.
4. Submission of application does not guarantee acceptance to event.

**CONTRACT DEADLINE:** Saturday, November 8, 2014

**NEW YORK STATE SALES TAX:** VENDOR must possess a valid N.Y.S. Sales I.D. Number, **IF APPLICABLE**, and provide *Event Management* with a photocopy of a current permit issued by the N.Y.S. Sales Tax Bureau. **VENDOR WILL NOT BE ACCEPTED WITHOUT THIS CERTIFICATE, IF APPLICABLE**, and must be displayed by VENDOR during event hours.

**INSURANCE:** Participating Vendor must furnish *Event Management* with a NYS Certificate of Insurance with liability limit of no less than \$1,000,000 and shall name both the

- **Marlborough School District** (1380 Rt. 9W, Milton, NY 12542) and
- **Meet Me in Marlborough** (P.O. Box 1139, Marlboro, NY 12542) as "additional insured"

**HOLD HARMLESS FORM FOR NON-INSURED Vendors/Participants:**

If you do not have insurance you will need to fill out the Hold Harmless attached, instead of any insurance certificate.

**SETUP**

Vendor booth setup will begin at 8 am and must be completed by 9:30 am.

**HOURS**

1. The event is open to the public from 10 am- 4 pm. Your booth exhibit must be in order by 9:30 am. Vendors may not break down their booth before 4 pm. Vendors will be open for business from 10 am to 4 pm. The *Event Management* must approve any deviation from posted hours.

**DECORATIONS AND HOUSEKEEPING**

1. We require that your display be created with the Holiday Theme. This always makes for a professional appearance.  
2. At the end of the event, your area must be left as you found it with all refuse bagged/tied and disposed of in the designated location.

**PETS**

Pets will not be permitted on the event Grounds. Exception only for service/guide dogs accompanying visually or otherwise impaired individuals.

The will be no **HAWKING** or **SELLING/GIVING AWAY OF NON PACKAGED FOOD**.

**RETAIN THIS PAGE FOR YOUR RECORDS.**

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## 2014 Vendor Application

**THIS AGREEMENT between** *"Pride of the Heart of the Hudson Valley"* Buy Local ~ Holiday Extravaganza Event (herein referred to as "EVENT MANAGEMENT") and \_\_\_\_\_ (herein referred to as "VENDOR") for exhibition space at the *"Pride of the Heart of the Hudson Valley"* Buy Local Holiday Extravaganza Event to be held on Saturday, November 22<sup>nd</sup>.

### VENDOR

(PLEASE PRINT CLEARLY)

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

OWNER: \_\_\_\_\_

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

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

BUSINESS TELEPHONE: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

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

WEBSITE: \_\_\_\_\_

DESCRIPTION OF PRODUCT \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (Owner)

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

**I have read the accompanying Rules and Regulations and agree to abide by them. I further understand that the vendor fee is non-refundable even if the event is rained out for the entire weekend.**

**Make checks payable to: *Marlborough Agricultural Alliance***

### **Remit Check with Page 2 of Application to:**

*"Pride of the Heart of the Hudson Valley"* Buy Local Event

c/o Marlborough Agricultural Alliance

P.O. Box 1139, Marlboro, NY 12542

Website: [www.meetmeinmarlborough.com](http://www.meetmeinmarlborough.com)

Phone: (845) 464-2789 or (845) 616-7824

### **Check Appropriate Item(s)**

- Vendor Fee Payable to *Marlborough Agricultural Alliance*
- Photocopy of Sales Tax Cert, if applicable
- (Alcohol Certificate), if applicable
- Certificate of Insurance or **HOLD HARMLESS**
- Signed Application page 2

**HOLD HARMLESS AGREEMENT**

**Please print clearly in shaded areas**

This **AGREEMENT**, made this \_\_\_22nd\_\_\_ day of \_\_\_November\_\_\_, 2014 by and between “Buy Local – Holiday Extravaganza Event”, with billing address at Marlboro School District, 1380 Route 9W, Marlboro, New York 12542 and Meet Me in Marlborough with billing address at P.O. Box 1139, Marlboro, NY 12542 (hereinafter Event Management), and

\_\_\_\_\_

(hereinafter Vendor), whose principle office or home is located at

\_\_\_\_\_

It is mutually agreed between the parties as follows:

The Vendor hereby agrees by signing this Agreement that with respect to third parties, that Vendor shall defend with competent counsel, indemnify and hold the Event Management, the Marlboro School District and Meet Me In Marlborough and any of its Board members, management, coordinators, agents, employees, and volunteers, harmless from and against any and all liabilities, claims, suits, damages, losses, judgments, penalties, premiums, contributions, fines and increased costs and expenses (including reasonable attorneys’ fees and other expenses) arising out of damages caused by either the willful conduct, error, omission or negligent act of the Vendor or its agents, employees or volunteers. This obligation shall survive the termination of this Agreement. The person signing below also agrees to have authorization on behalf of the Vendor to execute this Agreement on behalf of themselves or the company or organization they represent.

**(If this Hold Harmless Agreement is executed by a corporation or LLC, the principal must sign the Personal Guaranty Below).**

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

Signature: \_\_\_\_\_

Title of Signer: \_\_\_\_\_

IN PRESENCE OF: (need the signatures of 2 people)

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL GUARANTY:**

The Undersigned, being a principal of the **above corporation or Limited Liability Company**, hereby guarantees payment to the Marlborough School District and Meet Me In Marlborough of all liability assumed by the Vendor herein under the forgoing Hold Harmless Agreement.

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

IN PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_