

2018 Newfield Old Home Days

All Vendors Application & Agreement

July 27 & 28

VENDOR APPS RETURNED WITH PAYMENT BY 6/14 WILL BE INCLUDED IN THE OLD HOME DAYS BOOKLET !

Information only tables are free (no selling allowed, no donations for items). All other vendors will pay a non-refundable reservation fee with their application. Applications and fees are **due by July 21 (BEFORE OHD)**. This is important so that we can plan the grounds layout.

VENDOR FEES:

Crafts & Non-food Items

Non profit organizations- \$10
For profit business - \$20

Food Vendors

Non profit organizations - \$50(Sat only)
For profit business - \$75(Sat only)
(Add \$15 to above for both Fri/Sat)
Non profit special reserved \$125 (Fri/Sat)

TERMS & CONDITIONS:

- 1) Vendors must be set up by 10am and must agree to stay until at least 5:00pm, unless permission granted by OHD Committee to leave due to bad weather.
- 2) Vendors who wish to set up on Friday night must contact Heather for instructions BEFORE setup.
- 3) Vendors will check in with OHD committee and set up on an assigned spot between **8am – 10am on Saturday**. Please do not attempt to set up earlier than 8:00am; it may mean you will have to move your setup. We will have a map available at 8am with designated spots for each booth.
- 4) **Fees must be paid with this application. Application deadline is July 21.** If you have not registered by July 21 you must contact Heather prior to the day of the event. **Walk-ins will not be accepted in 2018. Vendors who register & pay prior to June 15 will be listed in the OHD booklet.**
- 5) You will need to provide your own tables, chairs, tents (if you need one) and extension cords if you require electric. ELECTRIC SPACE IS LIMITED.
- 6) ALL food vendors must display their **“Temporary Food Permit”** at the event. Please send a copy of your permit to Heather ahead of time so we know you have it before you set up.

NOTES FROM THE HEALTH DEPT: *As of January 1, 2012, the Tompkins County Health Dept. will be charging an expediting fee of \$15 to process permits received less than two weeks in advance of the scheduled event.* Food vendors who have permits in other NYS counties still need a temporary permit from the Tompkins County Health Department. The permit fee is \$55, but there is **no charge to not-for-profit groups**.

More info. at - <http://www.tompkinscountyny.gov/health/eh/food/tempfoodpermit>

- 7) All vehicles will need to be parked in the designated parking areas by 10am due to the parade.

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Use Adobe Reader to fill out form or print neatly

Contact Name: _____

Address: _____

Phone & Email: _____

Organization or Business Name: _____

Item(s) you are selling: _____

(Duplication of food items not allowed) _____

Table fee you will pay: \$ _____ (check rules on previous page)

Do you require electricity? (Limited # of spots): Yes No

Special Requests

(We will do our best to honor requests.)

By signing below, you agree to the above terms and conditions. You also affirm that the information you provided is true and accurate to the best of your knowledge.

Signature: _____ Date: _____

*Please complete the above vendor application and mail it, along with **your check, payable to "Newfield Old Home Days"** to: **Heather Amici, 119 S. VanDorn Road, Ithaca, NY 14850***

*****Special requests will be honored in the order received, so please get your applications in as soon as possible if you have special needs, especially electricity. DO NOT ASSUME YOU CAN GET ELECTRICITY or WATER JUST BECAUSE YOU WERE ABLE TO GET IT LAST YEAR.***

If you have questions about being a vendor, email HAmici5@htva.net; please include "Old Home Days" in the subject. Emails are preferred but if that is not an option, you may contact her at 607-277-0619. If you change the item(s) you want to sell after filling out the agreement, YOU MUST contact Heather ahead of time to avoid duplication of items being sold.

Please keep a copy of this vendor agreement for your records.

Thank you,

Old Home Days Committee

Please note: If you are a non-profit organization and your profits do not support the fee we are asking, please let us know and we will work with you on the table fee.