



**Chatham Summerfest Saturday, July 7, 2018  
Registration Form**

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

Business/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website/Etsy Page: \_\_\_\_\_

**Vendor Fee is \$75 for a 12x12 space  
(you will not be allowed to display beyond the 12x12 space into the street)  
Deadline for Applications May 1, 2018  
After May 1<sup>st</sup> Vendor Fee is \$95**

**Vendors**

(Please circle type)

Direct Sales/Retail/Commercial

Retail business/Re-Sale of manufactured items/Business  
Demonstration/Introduction to service.

Artisan/Crafter

Handcrafted/Homemade Items.

Food Service

Food Sale/Prepared on or off site. (See Guidelines for Food Service)

Do you require electrical hook up-limited supply if so we need to know by May 1<sup>st</sup>? \_\_\_\_\_

Please describe items, etc. to be sold, demonstrated or service to be introduced:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Except where noted the non-profit fee is \$45 for a 12x12 space.**

**Non-Profit Community Organizations**

Non-Profit Food Service.....Food sales (see guidelines for food service) **Fee \$45 (may share space)**

Non-Profit Fundraiser.....Items for sale such as/but not limited to hats, t-shirts, keychains, handmade items,  
Etc. **Fee \$45 (may share space)**

Non-Profit Informational.....No food or items for sale, raffle tickets allowed. **Fee \$25** –Will be placed on sidewalks,  
in front of businesses, along main street and possibly the tail end of Hudson Avenue( Crow Cottage/Video Visions area). Canopies will not  
be allowed on sidewalks. You will be limited to on 6’table, two chairs and a patio sized umbrella. If it is mandatory that you display under  
a canopy it is suggested that you purchase space along the street for \$45.

**If you have any questions regarding fees please contact us directly.**

**Please read and sign Guidelines/Indemnity Agreement on the following page.**

General Guidelines

1. The event will be held on July 7, 2018 from 10:00am – 4:00pm. Vendors and Non-Profit Organizations will be placed along Main Street, Park Row and around the gazebo in the Village of Chatham, NY (streets will be closed to traffic). All booth space is located outdoors and Vendors and Non-Profit Organizations should be prepared to bring tents/canopies **with weights** in case of inclement weather. Set up time will be 8:00am-9:30am with all vehicles off the streets by 9:30am. You will be contacted prior to the event with your vendor and parking locations.
2. There is a no rain date and no refunds given in case of bad weather.
3. Vendors/Non-Profit Orgs. are responsible for their own tents, tables, chairs, generators and for cleaning up their booth area.
4. Excess inventory must be kept out of view and booth area kept neat, clean and orderly.
5. This is a first come/first serve event and the Summerfest Committee reserves the right to refuse any vendor and Non-Profit Organization space at the event, as well as prohibit the sale of any item/items for any reason whatsoever.
6. All vendors must remain open till the end of the event at 4:00pm. All vehicles must be off the street by 5:00pm.

Food Service

Food Vendors will be required to provide their own trash receptacles, maintain their cleanliness and remove the waste from the event. You are required to have the necessary licensing required by the State of New York and Columbia County. If you should have any questions regarding licensing you may contact:

Department Of Agriculture and Markets (518)457-8835  
and/or  
Columbia County Department of Health (518)828-3358

Indemnity Agreement

I/We the undersigned agree to save, hold harmless and indemnify The Chatham Summerfest, it's organizers and sponsors, The Village of Chatham New York, their employees and contractors, The Chatham Area Business and Arts, also known as C.A.B.A., and their members from any and all liability or responsibility pertaining to any damages to person or property on the site utilized by me at said event, when such damages, or liability arise out of acts of my own, or of my contractors, assignees, employees or associates. I/We also understand and agree to the guidelines set forth under "General Guidelines" and "Food Service" as well as the breakdown of "fees" on the registration form.

Business Name/Organization (please print)\_\_\_\_\_

Vendor Name (please print)\_\_\_\_\_

Vendor Signature\_\_\_\_\_ Date\_\_\_\_\_

***Please Mail Completed Documents and Checks made out to CABA to:  
Suzanne Knights, Chatham Area Business & Arts, PO Box 7, Chatham, NY 12037***