



COMMUNITY PARTNERS OF GREENVILLE

P.O. Box 252
Greenville NY 12083
www.cpog.org

Vendors Wanted for Greenville Day

Event Date & Time: Saturday September 24th, Noon – 5:00pm

Event Load-in: 9:45 am – 11:45 pm (Estimated, TBD)

Event Load-out: 5:00 pm – 6:00 pm

Event Location: Vanderbilt Park, Greenville NY 12083

Vendor space fee: \$30

More Information: (518)-928-5457

Greenville Day is an annual community event held by Community Partners of Greenville and the Town of Greenville that includes a town-wide yard sale, outdoor entertainment, food and fireworks in Vanderbilt Park. In 2019, we had approximately 4,500 attendees to this event.

Greenville Day includes a tent space available for Vendors looking to sell their goods and services to the local community. If you are interested in this opportunity, please fill out and submit the form below. You will need to provide your own table and chair(s). If you wish to bring your own tent to set up outside the main tent, that is permitted, but please let us know in advance. See next page for terms and conditions.

Application Deadline: September 13th. Limited space available. First come, first serve.

Vendor Registration Form

By completing this application, the applicant certifies that they have read the Terms and Conditions agreement on the following pages and agrees to follow them in full.

Business name: _____

Owner/operator/
representative: _____

Postal address: _____

Phone: _____

Email: _____

Type of product(s): _____

Submit this fully completed form along with a check payable to:

Community Partners of Greenville, P.O. Box 252, Greenville, NY, 12083.

Office use only:

Date received _____ Check number _____

Confirmation emailed _____ Booth space assignment _____

Greenville Day 2022 Vendors Registration Form**Terms & conditions agreement**

In the following terms and conditions. The crafter/vendor applicant is hereby referred to as "Applicant" and the event organizers and volunteer staff of Greenville Day, including but not limited to Community Partners of Greenville, are hereby referred to as "Event Staff". References to the "Event" refer to Greenville Day 2022 (September 24th).

By signing and submitting this form and agreement, I as the Applicant (or its legally authorized representative acting on its behalf) consent and agree to the terms and conditions listed below and on subsequent pages. Return this page with your registration form.

Business name (if applicable) _____

Signature _____ Date _____

- 01. Laws / Instruction compliance.** Applicant and its staff agree at all times to abide to all applicable local, NY State and Federal laws and requirements for and during the event, along with the on-site instructions of Event Staff. It is the responsibility of the Applicant to know, understand and abide with all applicable laws relevant to their activities and operations (including but not limited to those involving labor, health and safety laws).
- 02. Load-in/arrival.** Applicant shall arrive at the event location no earlier than 9:45 am and follow Event Staff directions to designated parking and the specifically assigned event booth/tent spaces. Set up shall be between 9:45am and 11:45am on the day of the event only and shall be completed no later than 11:45am. No load-in or assistance may be given by Event Staff.
- 03. Booth / tent spaces.** Booth spaces within the main tent are provided as an unfurnished 10-foot x 10-foot footprint on a level asphalt surface and assigned on a first-come first-served basis. No tables, chairs or display structures will be provided by Event Staff. All applicant merchandise and displays must fit within this maximum space footprint and shall not exceed 7ft in height. Space assignment by Event Staff will be based on configuration interest, variety, accessibility, and safety. Applicants with special space needs are urged to contact by phone as soon as possible and Event Staff will try to accommodate you. Open flames and/or cooking are not permitted without prior approval by Event Staff.
- 04. Shared booth spaces and larger spaces.** With prior written approval by Event Staff, Applicants may share a single booth space with another applicant, but both must separately submit an application for approval. Applicants with space needs greater than 10x10 feet are encouraged to contact Event Staff to discuss/book available larger spaces outside.
- 05. Utilities provision/generators.** No electrical connection is provided. Applicants intending to provide their own electrical power using a battery or generator shall contact Event Staff to discuss their electrical plans and obtain Event Staff approval in advance. All generators must be of a small, quiet model and operated outdoors. The safety, safe

placement, and monitoring of generators and batteries, along with related corded connections is the responsibility of the Applicant.

- 06. Audio-visual.** Low-level audio-visual displays and ambient music are permitted as part of booth operations, however the volume of audio may not interfere with live or recorded event music acts and the operation of other nearby booths. It is the sole discretion of Event Staff to direct Applicants and their staff to turn down or turn off such audio feeds during the event.
- 07. Load-out/departure.** Applicant may begin dismantling their booth set up no earlier than 4pm and all booth contents must be completely loaded back into their transportation by 6pm. Weather exception: Vendors may dismantle earlier in the event or threat of inclement weather. Vendor shall be responsible for removing and disposing of all trash and booth materials from their booth area (leave in broom swept condition). Failure to leave a booth area clean may result in a service charge by the Town of Greenville for maintenance staff clean up. No load-out assistance may be given by Event Staff.
- 08. Booth staffing.** It is strongly recommended that the Applicant always maintain a manned presence at their booth/tent/space. At no time are Event Staff responsible for monitoring Applicant staff, individuals (including minors), merchandise, equipment and/or display materials (see safety and security).
- 09. Safety and security of property.** Applicant is fully and solely responsible for any and all loss or damage to its property and persons by any means including but not limited to theft, fire, the elements or other acts, casualties or accidents. Event Staff shall not be responsible for any and all related Applicant losses, financial or other. Applicant shall be solely and fully financially and legally responsible for any and all damage incurred to structures, site facilities and persons as a result of the Applicant's activities, its equipment (including any structures and/or vehicles), and operations.
- 10. Conduct and decorum.** Applicant is solely responsible for their conduct and the conduct of his/her/their staff, representatives and employees. In keeping with the public nature of Greenville Day, Applicant-provided products, services, and performances shall be of a family-friendly nature and appropriate for viewing by young children. At its sole discretion, Event Staff reserves the right to deny space use and direct the immediate closure and removal of an Applicant booth or display on the basis of conduct or compliance with event staff instructions related to event safety, management, public welfare, disruption and/or detraction. Such closure constitutes a cancellation (see terms #12 cancellation), but no refund of application fee shall be due to the Applicant. See also the provided Vendor Code of Conduct Notice for additional requirements.
- 11. Decline of application.** Event Staff, at its/their sole discretion, reserves the right to decline an application for space at the event. Event Staff shall not be obligated to disclose the basis for its decision. See also cancellation and refund.
- 12. Cancellation and refund.** In the event of a cancellation (of the event in full or part, or by an applicant) or a declined application, the application fee shall be refunded in full within 30 days of notification. Event Staff shall not be responsible for any and all Applicant losses, financial or other, as a result of a cancellation or a declined application.
- 13. Indemnification.** The Applicant is solely liable for the safety of their activities, operations, goods, services and their display/operational space. Applicant agrees to indemnify and hold harmless Event Staff from and against any and all losses, expenses, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including any attorney's fees, arising out of or related to the activities and

operations of the Applicant and its staff. Should Event Staff, through no fault of its/their own, be drawn into litigation between the Applicant and third parties, the Applicant shall cover the Event Staff's reasonable attorney's fees and related expenses.

- 14. Governing law.** This agreement shall be governed by the laws of New York State. Applicant consents to the exclusive jurisdiction and venue of the State and Federal Courts located in Greene County, New York (or Albany County, New York as provided alternate) for all disputes pertaining to this agreement.
- 15. Term.** This agreement shall be deemed to cover the full period beginning from the application related to the event through to the event's conclusion, cancellation and/or subsequent related litigation, whichever period is longest.
- 16. Severability, miscellaneous.** Nothing in this agreement shall be construed as waiving rights under the law. In the event that any provision of this agreement shall be held to be invalid, the same shall not affect in any respect whatsoever the validity of the remainder of this agreement. Failure to enforce a provision of this agreement does not constitute a waiver of right to subsequently enforce such or any other provision of this agreement.
- 17. Amendment and modification.** This agreement may be amended, modified, or waived at any time or times upon notification of the Applicant in writing by the Event Staff. If subsequently the Applicant chooses to cancel its participation in the event based on such an amendment or modification, the terms of #12 Cancellation shall apply.

Greenville Day Vendor / Volunteer Code of Conduct

Thank you for participating in Greenville Day. We hope the event will be a successful opportunity to showcase your business as a part of our growing local community.

The following rules are in effect during Greenville Day in order to (1) comply with Vanderbilt Town Park regulations (2) avoid competing with staff-scheduled bands and activities, and (3) ensuring the safety and enjoyment of event attendees, staff, and other vendors. Event staff at any time may modify/add to these rules to address event disruptions or safety needs.

Please keep in mind that as an event participant you are representing our local community to an audience from the surrounding Hudson Valley region.

AS A VENDOR OR VOLUNTEER AT THIS IMPORTANT LOCAL COMMUNITY EVENT, YOU ARE EXPECTED TO FULLY COMPLY WITH THESE RULES AT ALL TIMES.

In accordance with Greenville Day Event rules

- Activities, presentations, and goods/services offered/operated by vendors (for free or for sale) and volunteers must be of a safe, family-friendly nature.
- No solicitations or vendor activities are permitted outside of your designated event space.
- No built structures shall be erected for the event without prior event staff approval, except for purchased/rented tents, tables, and table-top displays. No vendor materials and structures may cause a tripping hazard or impede free movement.
- No unauthorized audible music or announcement systems (such as stereos, PA systems, radios, television/screen displays) are allowed.
- No systems or devices with unusually bright, flashing, or distracting lights are allowed without event staff approval.
- No professional photoshoots or large-scale camera equipment is allowed.

In accordance with Town of Greenville Vanderbilt Park rules

- All pets must always remain on an owner-controlled leash. Owners are responsible for the conduct of their animals and promptly cleaning up pet wastes. The Dog park is closed during the event. *Leash rule exception: Sheriff Canine Unit, Pony Ride/Petting Zoo.*

The following are also not permitted:

- Smoking, e-cigarettes, vaping, drugs, all tobacco products, alcoholic beverages.
- All personal motorized vehicles (including ATVs, scooters motorbikes, bikes) are prohibited. *Vehicle exception: Electric mobility scooters for accessibility purposes when operated at controlled, low speeds.*
- Foul and explicit language
- Postings of signs. *Exception: Notice signs posted within vendor designated areas.*
- Camping and fires (*including all open flames unless a registered food vendor*)
- Guns and other dangerous devices and weapons, including but not limited to explosives, fireworks, shotguns, rifles archery equipment, and any other weapons listed under sections 265.01 (1) and (2) of the New York State Penal Code.

Failure to abide to this Code of Conduct will result in Event Staff requiring you to immediately leave the event. If you see activity that you suspect is potentially unsafe or illegal, contact an Event Staff member so that he/she may investigate for appropriate action. Judgement of conduct compliance is at the sole discretion of Event Staff leadership.

