



Suffern Chamber of Commerce Association  
Street Fair, P.O. Box 591, Suffern, NY 10901  
845-357-8424  
[www.suffernchamberofcommerce.org](http://www.suffernchamberofcommerce.org)  
[suffernstfair@yahoo.com](mailto:suffernstfair@yahoo.com)

## 2010 Street Fairs

May 16<sup>th</sup> - June 13<sup>th</sup> - September 5<sup>th</sup>

10:00 am – 5:00 pm

(\*All dates are Rain or Shine\*)

Location: Business District (Lafayette Avenue and side-streets), Suffern, NY

This invitation is extended to local businesses, artists, crafts people, vendors and food merchants to show and sell your quality products alongside a growing community of resident shops and restaurants.

### Fees:

Street Fair Vendor Space (approx. 20'x10') Retail & Food Vendors.....\$135. per space

\*Themed Vendor Space....(Antique Dealers 5/16/10, Artists/Craftsman 6/13/10)

Spaces **only available on Chestnut Street** and vendor must meet criteria.....\$100. per space

(early registration and Chamber Member discounts can apply to this space)

Those seeking to be Themed Vendor must fill out Theme Vendor Contract\*

**Early Registration Discount** if paid in full by April 30, 2010 – choose either a) **or** b):

a) 1 spot for all 3 Street Fairs = total cost to vendor: \$300.00

b) \$25. discount per space (-\$25. per space)

**2010 Suffern Chamber Member Discount:** \$35. discount per space ....(-\$35. per space)

**Additional fees:** Returned checks - \$30.00

\*Food Vendors must supply insurance certificate and obtain permit from Health Department

\*\*All Food Vendors will be selected so as to minimize duplication of foods.

\*\*\*All Vendors must attach a copy of their NYS Sales Tax Certificate to application.

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT PAYMENT –  
NO POST DATED CHECKS WILL BE ACCEPTED.**

We look forward to receiving your application for the Suffern Chamber of Commerce 2010 Street Fairs and join us for a fun and profitable day!

NOTE: Even if you have been a vendor in the past, please be very clear about what products you will be selling in your booth. We reserve the right to restrict you selling any products not listed in your application!

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**2010 Street Fairs  
May 16<sup>th</sup> - June 13<sup>th</sup> - September 5<sup>th</sup>**

**Vendor Contract/Rules for Vendors**

1. It is the sole responsibility of Food Vendors to obtain the proper permit from the Rockland County Dept. of Health (845) 364-2600 or (845)364-2606. Failure to obtain the permit will result in removal from the fair, without refund.
2. It is the sole responsibility of all vendors to collect and pay NYS Sales Tax and each must have a current NYS Sales Tax Number and certificate attached to their application. Contact NYS Dept. of Taxation and Finance at 1-800-225-5928 for a DTF No. 17 if required.
3. Certificates of Insurance for Food Vendors and rides must be attached to the application and must evidence Comprehensive General Liability with limits not less than \$1,000,000 per occurrence/\$2,000,000 aggregate, and statutory Workers' Compensation Insurance. The Certificate must name the Suffern Chamber of Commerce as "Additional Insured."
4. Check-in time begins at 7:00 am. Prior to 7:00am, vendors will be asked to wait in assigned municipal lot (Lot B) and will not be allowed to block traffic on street. Check-in **MUST** be completed and vehicles removed **NO LATER** than 9:30am.
5. Vehicles must be unloaded and then parked in municipal parking lot. No vehicles will be allowed on sidewalks! Any vendors requiring their vehicle be part of their exhibit **MUST** have written approval prior to event by the Suffern Chamber of Commerce.
6. Vendors must supply their own set-up equipment. Space size is equal to one parking space (approx. 20'x10'). Please note that many 10'x10' tent poles extend outward – If so, 2 10'x10' tents will extend past the allotted space. Tents will **NOT** be allowed to exceed allotted space and infringe on others' space. Vendors must have attractive displays. No bare tables – tablecloths necessary.
7. Vendors shall occupy only the space assigned by The Suffern Chamber of Commerce. No Vendor will be allowed more than 10' from the curb - **THIS WILL BE STRICTLY ENFORCED.**
8. Electric is **NOT** available. If an exhibitor requires electric power, they must provide their own generator and have approval from The Suffern Chamber of Commerce in advance. No noisy generators will be permitted.
9. Spaces will be assigned on a first received (multiple show) priority system. Returning exhibitors will be given next priority. Food/Retail Vendors are assigned before Non-Profits, which may be assigned to side streets.
10. **ABSOLUTELY NO** fireworks, smoke bombs, silly string or snappers, rude, hazardous or objectionable items will be permitted. The Suffern Chamber of Commerce reserves the right to eliminate any items for sale which are deemed unacceptable or in conflict with street fair guidelines.
11. Suffern Merchants and Vendors: Sub-leasing or allowing businesses to operate in space they reserved is strictly prohibited. Only the business whose tax id number/business name will be allowed to operate in that space.
12. Vendors are required to list the products that they sell on their application (use the back of the application if necessary to list all types of products). Products not listed on the application that are in conflict with other nearby Vendors, may be restricted from selling those items that are in conflict or not listed on application.
13. No religious or political soliciting permitted!
14. Absolutely **NO Refunds.** Fairs are Rain or Shine!
15. Vendors are required to keep their area clean and free from debris. Vendor is responsible for their own garbage (bags will be provided). Vendors who do not comply will not be allowed to participate in future fairs.
16. A Vendor's inability to appear at the Fair, for any reason, will not result in a refund.
17. Tear down begins at 5:00pm and all Vendors **must have their exhibits broken down and vacated by 6:00pm** to allow clean up by the DPW. Vehicles will not be permitted on the streets until 5:00pm.
18. If you are submitting your contract as a "Non-Profit," you must include paperwork documenting your organization's non-profit status.
19. Each Street Fair will have a different theme. Themed spaces are available only on Chestnut Street and are assigned by prior approval of the Chamber. These spaces will be at a discounted price stated and vendors must submit a "Theme Street Fair Contract."



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2010 Street Fairs
May 16th - June 13th - September 5th

RETAIL OR FOOD VENDOR CONTRACT

Complete entire application below, sign contract and return to:
The Suffern Street Fair, P.O. Box 591, Suffern, NY 10901 (Payable to Suffern Chamber of Commerce)

Company Name:
Contact First Name: Last Name:
Street Address:
City: State ZIP
Telephone: Email
Fax: Website:

Products Description:
NOTE: Even if you have been a vendor in the past, please be very clear about what products you will be selling in your booth, use separate page if needed. We reserve the right to restrict you selling any products not listed in your application!
\*Food Vendors MUST include insurance certificate and are required to obtain valid permit from the Dept. of Health.

New York State Sales Tax Number:
\*Copy of NYS Sales Tax Certificate MUST be attached.

Show Dates/# of Spaces (20'x10') May 16th June 13th Sept. 5th = Total # Spaces
Type of Business Retail(\$135.) Food(\$135.) Non-Profit (\$25.) x space fee
\*Please note that Vendors seeking Theme Vendor Spaces on Chestnut Street need to fill out "Theme Vendor Street Fair Contract"
Discounts
Early Pay Discount: Paid by 4/30/10 - choose a) or b) below:
a) 1 spot for all 3 Street Fairs = total cost to vendor: \$300.00
b) \$25. discount per space (\$25. x # spaces) less -
2010 Suffern Chamber Member Discount: \$35. discount per space (\$35. x total # spaces) less -
Total Amount Due:
Payment Method: Check Money Order Certified Check Cash
\*\*PAYABLE TO: SUFFERN CHAMBER OF COMMERCE \*Do not send cash in mail

I have read, understand and agree to the terms as listed in the Rules for Vendors and Vendor Contract. By signing this agreement, the undersigned agrees to forfeit all claims against The Suffern Chamber of Commerce, and/or The Village of Suffern for any possible losses, liabilities, damages or injuries to either person or property of any kind in connection to the Street Fairs. (contract=3 pages)

Vendor Name (PRINT) Vendor Signature Date