



**2018 Summer Schedule**

**THURSDAY Nights**

**5 – 9:30 p.m.**

**June 28, July 19, Aug. 2 and Aug. 16**

**Rain Date August 23.**

**MAIN STREET Patchogue, NY**

**Craft Vendor Application**

**ELIGIBILITY:**

All applications will be subject to Committee approval before acceptance.

The following items must accompany your completed application to be considered complete and ready for Committee review **ALL ITEMS LISTED BELOW MUST BE TURNED IN EVEN FOR RETURNING VENDORS “REFER TO PRIOR APPLICATION” IS NOT AN ACCEPTABLE RESPONSE FOR OMITTING COMPONENTS:**

- List of Products
- Copy of Valid Tax ID/ Tax Exemption/ EIN Form (whichever is appropriate for you)
- Picture of your Products on display at booth
- Completed Application with all other components.
- Village of Patchogue Vender Permit

**ADDITIONAL:**

Vendors with proof of insurance will be considered first by the committee during approval process.

\*If you have any questions or Concerns about the above Requirements please contact the Chamber office. \*  
Phone: (631) 207-1000 Email: Info@patchogue.com

DATES: THURSDAY June 28, July 19, Aug. 2 and Aug. 16  
Rain Date: August 23, 2018 - no refunds for inclement weather.

**Set Up/Breakdown:** 4:00 PM SHARP. All vehicles **MUST BE** removed from the street by 4:45 p.m. or be towed. **Arrive no later than 4:25 p.m. NO EXCEPTIONS.** Any vendor arriving late will be told that to participate in that evening they must park their vehicle and carry their setup to their designated spot. No early break down. Vehicles will not be permitted back on site before 9:30 p.m., and must be off the street by 10:30 p.m. No selling after 9:15 p.m.

**General Info:** Vendors are responsible for keeping their displays clean. All trash and boxes are to be taken with you. No refuse to be left on the street or on the curb or in receptacles on the sidewalk. No electric service will be provided. Battery operated lanterns are recommended Generators must be kept at low decibels ( if we hear it, smell it, or get complaints from your neighbors, you will be asked to shut it down and not bring it back to remaining Alive After Five® events this season). No Animals other than designated service dogs will be permitted as part of your booth set up.

Any merchandise deemed by the committee objectionable and not in keeping with our family atmosphere must be removed. Nuisance items such as silly string, spray paint, toy guns, knives, fireworks of any kind, etc. are prohibited from the event and cannot be sold by vendors. Vendors are not permitted for any reason to give or sell any portion of their designated spot(s) to other vendors. Trading of spots, without consent of all vendors involved and Committee approval is prohibited. The use of plastic bags by merchants of any type **has been banned** within the village. Any vendor caught using them may be fined by the village with the possibility of ejection from the event without refund if caught repeating this offense. Starting in September of 2018, a similar law will be in affect within the village for Styrofoam containers as well. Although it will not affect vendors this year we strongly urge that you consider not using them to be accustom to this law in future years. Any non-compliance with the above stated rules or state and local regulations will result in expulsion from the event without refund or further recourse. Judgment by the Committee is final.

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**REGISTRATION and FEES:**

Application and all additionally requested paperwork **MUS BE RECEIVED BY THE PATCHOGUE CHAMBER OFFICE BY: 5:00 PM Thursday, May 3, 2018** in order to be considered eligible for Committee review. **DO NOT SEND PAYMENTS WITH APPLICATION. PAYMENT WILL BE COLLECTED UPON APROVAL OF APPLICATION.** The application review process will begin immediately after the May 3 deadline. All vendors will be contacted with results status. Approved vendor payment must be received in full by: **Friday, May 25, 2018** in order to receive spot #s and event passes.

**Vendor Price per 10x10 spot: (PAYMENT Covers ALL Nights of Event!)**

- \$425.00 Non-Chamber Members
- \$300.00 Chamber Members
- \$120.00 Non-for-Profit (proof of status required)
- Priority Placement, \$175.00 additional (flat fee)

**IF YOU ARE PLACED ON WAITING LIST, PAYMENT WILL BE DESTROYED INCLUDING MONEY ORDERS. DO NOT SEND PAYMENT BEFORE APPROVAL!!**

“Priority Placement” guarantees approved vendors of the event a specific location of their choosing within vendor-designated areas. Priority Placement **DOES NOT** guarantee application approval.

Any vendor that chooses not to purchase “Priority Placement” **WILL BE PLACED AT THE COMMITTEE’S DISCRETION. NO REFUNDS** will be given regarding dissatisfaction with placement.

**Additional Fees & Registration:**

All Vendors will also be required to purchase additionally a Patchogue Village Vendor Permit to be allowed to participate in Alive After Five®.

This additional fee (\$50.00 for arts/craft vendor or \$200.00 food and/beverage) and application will go to the Village of Patchogue **TO BE PAID SEPARATELY AND NOT TO BE INCLUDED IN YOUR PAYMENT TO THE PATCHOGUE CHAMBER OF COMMERCE FOR YOUR ALIVE AFTER FIVE® Fee.**

**You will not be permitted to take part in Alive after Five without purchasing this permit.** Purchase of a village vendor permit prior to selection review **will not guarantee** you acceptance into the event and **will not be refunded** if a vendor is not selected to take part in the 2018 event.

\_\_\_\_\_ **INITIAL HERE: I READ THE ABOVE AND WILL COMPLY WITH STATED CONDITIONS.**

“Alive After Five® is a registered trademark of the Greater Patchogue Chamber of Commerce, Inc.



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**MAIN STREET Patchogue, NY**

# Craft Vendor Application

## Application:

### Vendor Price(Mark all that apply Price per 10x10 spot)

- \$425.00 Non-Chamber Members
- \$300.00 Chamber Members
- \$120.00 Non-for-Profit (proof of status required)
- Priority Placement, \$175.00 additional (Flat Fee)

**BUSINESS NAME (Print):** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS: (Print)** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**NY STATE TAX ID# (\*Attach copy of ID also):** \_\_\_\_\_

**DESCRIBE SALE ITEMS: (Print)**

\_\_\_\_\_

**NUMBER OF 10X10 SPOTS:** \_\_\_\_\_ **Estimated Total: \$** \_\_\_\_\_

**LOCATION PREFERENCE (\*Priority Placement Only):** \_\_\_\_\_

I understand and agree that the Greater Patchogue Chamber of Commerce, Inc, all volunteers and their legal representatives will not be held liable for any damage to my property and/or person. I understand and agree that I alone am responsible for my property and person at all times at the Alive After Five®. I understand and agree that the Greater Patchogue Chamber of Commerce, Inc. retains the right to prohibit any sale by any vendor at its absolute discretion.

**SIGNATURE:** \_\_\_\_\_

**Print:** \_\_\_\_\_

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

**EMAIL:** \_\_\_\_\_

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