

**WINDHAM CHAMBER OF COMMERCE VENDOR  
APPLICATION & AGREEMENT**

**NO APPLICATIONS ACCEPTED AFTER SEPTEMBER 14, 2019**

**Autumn Affair October 2019**

**Saturday October 12<sup>th</sup> & Sunday October 13<sup>th</sup> Columbus Weekend  
10 AM- 5 PM**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_ NYS Tax # \_\_\_\_\_

I am a Windham Chamber of Commerce Member \_\_\_\_\_ (No Fee Required)

I am a: Food Vendor \_\_\_\_ Educational Booth \_\_\_\_ Craft/Arts Booth \_\_\_\_ Merchandise Vendor \_\_\_\_

I require power from a Generator or other Electric source \_\_\_\_\_ (add \$50.00)

**Booth Fees & Info:  
(Fee is for 2 Days)**

\_\_\_\_\_ Single 10' x 10' Booth Space \$85.00

\_\_\_\_\_ Two Side by Side 10' x 10' Booth Space \$135.00

\*Booth fee payable to the **Windham Chamber of Commerce**.  
P.O. 613 Windham, NY 12496

**Due no later than 9/14/19 NO EXCEPTIONS**

\* Booth and Peddler Permit fees are Non-refundable.

(1) One Peddler Permit needed per year

**RELEASE:** By acceptance of the agreement, the vendor expressly releases the Windham Chamber of Commerce, the Town of Windham, Windham Mountain, the show promoters, directors, property owners, agents, servants and employees from any and all damages to or loss of personal property, merchandise, or personal injury resulting from any cause whatsoever which may be sustained during the course of the show or during arrival or departure. (See **Mandatory Liability Insurance, Page 4**). If for any reason the Windham Chamber of Commerce cancels the show, vendor agrees to release the promoters and all the above named from any claim or loss whatever, except for monies paid to the Windham Chamber of Commerce, which will be refunded to vendor. **All Vendors are responsible for their own trash/garbage.** Garbage cans and a Dumpster will be provided. **Vendors are asked to place large items in the DUMPSTER.** If a Vendor requires a Generator or Electric Power a \$50 fee will apply.

**I have read the above statements and I agree to abide by the terms of this contract and to the rules and regulations as set forth by the festival promoters.**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**WINDHAM TOWN CLERK**  
**BOX 96**  
**HENSONVILLE, NY**  
Phone: 518-734-4170  
Fax: 518-734-6058

Date received: \_\_\_\_\_  
Fee paid: \_\_\_\_\_  
Permit: \_\_\_\_\_  
Starting date: \_\_\_\_\_  
Expiration date: \_\_\_\_\_

**APPLICATION AND LICENSE  
FOR  
PEDDLING, HAWKING AND SOLICITING**

Name of Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_  
Name of Applicant: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: ( ) \_\_\_\_\_ Age of Applicant: \_\_\_\_\_  
Is Applicant a Citizen of the United States? \_\_\_\_\_ YES \_\_\_\_\_ NO  
Does Applicant Have a Record of Convictions? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If yes, explain: \_\_\_\_\_  
Is Applicant: \_\_\_\_\_ Owner \_\_\_\_\_ Representative

**DESCRIPTION OF GOODS, WARES, MERCHANDISE AND/OR SERVICES OFFERED:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF TRANSPORTATION:** \_\_\_\_\_ Foot, \_\_\_\_\_ Cycle, \_\_\_\_\_ Auto, \_\_\_\_\_ Wagon  
Year: \_\_\_\_\_, Make: \_\_\_\_\_, Model: \_\_\_\_\_  
Color: \_\_\_\_\_, License Plate No. \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

\_\_\_ Approved \_\_\_ Disapproved Town Clerk: \_\_\_\_\_

(Town Seal) Date: \_\_\_\_\_

To be submitted when approved by the Town Clerk and the Town Seal affixed, the original becomes a license for peddling, hawking and soliciting in the Town of Windham pursuant to the Town Peddlers Law enacted June 18, 2003. (Fee \$5.00 payable to Windham Town Clerk)

**IMPORTANT VENDOR INFORMATION**

- **Permit:** Town of Windham **Peddlers Permit is \$5.00** and is required in order to participate. Peddler form is included and must be completed and submitted with this agreement. **Make \$5.00 Check payable to Windham Town Clerk.**
- Vendor space is located **outdoors**. Booths are sold on a first come first served basis.
- Please remember to come prepared. Bring any tents or canopies that may be needed for set-up and make sure they are secure. **60 lb. weights or better recommended.** **NYS Tax ID** is required by law and must be displayed in vendor space. Please enclose a copy of your NYS sales tax certificate with this agreement.
- **Show Policies:** Vendor must be present for **all** show days. Please be in place for show opening and remain in place until show closing. Vendor shall not leave the assigned booth space unattended under any circumstances. **No packing before festival closing.** Vendor shall keep the assigned booth in good order and shall be liable for any damage caused by him/her.
- **Set-Up:** All vendor set-ups must be completed between 7am and 9:45am on all show days. All vehicles must be moved to the vendor parking area by 9:30am. **Vendors are responsible for clean up of their assigned area after the show.**
- **Additional Power:** If a Vendor requires additional power a \$50.00 fee will be charged.
- **Security:** Booth is at the vendor's own risk and liability. Please take the necessary precautions.
- **Insurance:** Vendor is responsible for holding the necessary insurance for venue. (See page 4)
- **Permits:** Vendor is responsible for applying and obtaining any necessary permits (i.e. health department)
- **Advertising:** This event is sponsored by the Windham Chamber of Commerce and will place ads in local papers, publications, radio, TV spots and the internet, flyers distributed to local area shops, hotels & resorts, mailing lists and much more.

Vendor Check List

- \_\_\_\_\_ Signed and completed Windham Chamber of Commerce Vendor Application Agreement and made check payable to the **Windham Chamber of Commerce** for a single or double vendor space
- \_\_\_\_\_ Signed Important Vendor Information sheet.
- \_\_\_\_\_ Sent in proof of Liability Insurance in the coverage amount of \$1,000,000.
- \_\_\_\_\_ Signed and completed Town of Windham Application for Peddling, Hawking & Soliciting and made check payable to the **Windham Town Clerk** for \$5.00.
- \_\_\_\_\_ Copy of NYS Sales Tax ID (if applicable)
- \_\_\_\_\_ One picture of booth display and two pictures of sale items.

**MAIL ALL OF THE ABOVE TO:**

WINDHAM CHAMBER OF COMMERCE  
ATT: EVENTS  
P. O. BOX 613  
WINDHAM, NY 12496

**Any questions call: 518-764-3872**

**[www.windhamchamber.org](http://www.windhamchamber.org)**

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

## VENDOR INSURANCE

Our insurance company has informed us that all vendors participating in any of our events must have Liability Insurance in the Amount of \$1,000,000. If you have such insurance you must have your carrier issue an insurance certificate to the Windham Chamber of Commerce at PO Box 613, Windham, NY 12496 with the Chamber named as an additional insured. In the description field on the certificate they should state "For Windham's Autumn Affair from October 12th thru October 13th, 2019". We need the complete Insurance Certificate by close of business October 4, 2019. If we do not receive the certificate you will not be allowed to participate in the event this year.

For Vendors who do not have insurance we have arranged for your ability to purchase insurance for the event. Please apply on-line at

<https://securevendorinsurance.com/MarshallSterling/ApplicantInformation?GroupEventKey=ef9ebdb9ba1d>

The cost for the insurance is approximately \$45 for the event. See above for instructions for the certificate.

If you choose to not provide the necessary insurance you will not be able to participate in the event this year. Please advise if you plan to opt out by September 15. We will refund your Application fee by October 6th.

We apologize for any inconvenience we may have caused; however, we were unable to find a way around this requirement.

Thank you,

Windham Chamber of Commerce.