



P.O. Box 613, Windham, NY 12496

(518)764 - 3872

windhamchamberofcommerce@gmail.com

www.movingwindhamforward.com

WINDHAM CHAMBER OF COMMERCE

The Windham Chamber of Commerce is proud to sponsor the following events for 2014.

The 19th annual Autumn Affair will be on the weekend of October 11th and 12th, 2014. Again this year, vendors will be located along Main Street and there will be entertainment and a food court.

The 6th Annual Holiday Event will be on December 13th, 2014, save the date, we are still working out the event details.

Please consider joining us for one or more of these events and if you know of other vendors that may be interested please pass the word along to them. If you plan to attend any of these events, please send us an email or leave a phone mail letting us know so we will have an approximate count. Enclosed is a vendor contract and a town peddler's permit. Please complete them and return them with your fees by August 5th, 2014 for the Autumn Affair and by October 31st, 2014 for the Holiday event. The fees for the Holiday event are \$35.00 and \$50.00. If you have any questions, comments or concerns please do not hesitate to contact us. Thank you very much and good luck in your upcoming season.

The Windham Chamber of Commerce

WINDHAM CHAMBER OF COMMERCE VENDOR APPLICATION & AGREEMENT

(complete one application for each event)

October 11th and 12th, 2014 Autumn Affair _____ 10:00 AM to 5:00 PM

Business Name: _____ NYS Tax # _____

Mailing Address: _____

Phone # : _____ Evening Phone # : _____

Fax: _____ Email: _____

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

Booth Fees & Info: Autumn Affair Single 10' x 10' Booth Space \$75.00
Autumn Affair Two Side by Side 10' x 10' Booth Space \$125.00

Two checks are needed for each event: Booth fee payable to the Windham Chamber of Commerce.

Booth and peddlers permit fees are Non-refundable.

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. If for any reason the show cannot be held, 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. 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 _____

BOX 96
HENSONVILLE, NY 12439
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 become a licensed for peddling, hawking and soliciting in the Town of Windham pursuant to the Town Peddlers Law enacted June 18, 2003.

IMPORTANT VENDOR INFORMATION

- **Permit:** Town of Windham peddlers permit is \$5.00 and is required in order to participate. Peddler form is included below and must be completed and submitted with this agreement.
- Vendor space is located indoors. 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.
- **NYS Tax ID** is required by law and must be displayed in vendor space. Please enclose a copy of your NYS sales tax number 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.
- **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.
- **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 check payable to the Chamber for a single or double vendor space;**
- _____ **Signed and completed Town of Windham Application for Peddling, Hawking & Soliciting and a check payable to the Town for \$5.00;**
- _____ **Copy of NYS Sales Tax ID (if applicable);**
- _____ **One picture of booth display and two pictures of crafts.**

MAIL ALL OF THE ABOVE TO:

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