



*Woodwill Corporation*  
 PO Box 5186, Hauppauge, NY 11788  
 631-234-4183  
[www.woodwill.com](http://www.woodwill.com)  
[irwoodwill@aol.com](mailto:irwoodwill@aol.com)

## 2012 Street Fairs

**April 29 - June 3 - September 16**  
**10:00 am - 5:00 pm (Rain or Shine)**  
**Lafayette Avenue, Suffern, NY**

**BOOTH SIZES:**    10 x 10 single space     10 x 20 double space (double fee for double space)

**EXHIBITOR FEES PER SPACE:**

- |  |  |
|--|--|
| <input type="checkbox"/> Art/Craft/Business - \$125 or | <input type="checkbox"/> Art /Craft/Business sign for all 3 shows by March 15 - \$330.00 |
| <input type="checkbox"/> Food - \$135                  | <input type="checkbox"/> Chamber Members and Non-Profit - \$75                           |
| <input type="checkbox"/> Walk-up day of show - \$150   | <input type="checkbox"/> <b>Previous Exhibitor</b>                                       |

**MAKE CHECKS PAYABLE TO: Woodwill Corporation, MAIL TO: Woodwill Corporation, PO Box 5186, Hauppauge, NY 11788.**

Complete the Application, **SIGN** and return with fee and **ENVELOPE**. **Unsigned contracts will not be processed.**

**EXHIBITOR INFORMATION – Please type or Print**

**PRODUCT DESCRIPTION:** \_\_\_\_\_  
Please be specific to avoid placement near a potential competitor

Name of Business: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

**NYS TAX ID:** \_\_\_\_\_

Application will not be accepted without NYS Sales Tax Number

**YOUR SIGNATURE IS REQUIRED BELOW – UNSIGNED CONTRACT WILL NOT BE PROCESSED**

**I have read, understand and agree to the terms as listed in the Rules for Exhibitors on back of this application.**

- I have included:**  Completed application    NYS Tax #    Check    Credit Card info.(on back)  
 Photo of work & display    **STAMPED SELF ADDRESSED ENVELOPE (Required for space #)**

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**Exhibitor Signature & Title**  
 Office Use  
**Date:** \_\_\_\_\_ **Amt:** \_\_\_\_\_ **Acct:** \_\_\_\_\_ **Comp:** \_\_\_\_\_ **SPACE#** \_\_\_\_\_

## Suffern Exhibitor/Vendor Contract - Rules & Regulations

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** 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 & Woodwill Corporation and staff as "Additional Insured."
4. Check-in time begins at 7:00 am. Set-up **MUST** be completed and vehicles removed **NO LATER** than 9:30am.
5. Vehicles must be unloaded and then parked in municipal parking lot indicated on map. No vehicles will be allowed on sidewalks or street!
6. Exhibitors must supply their own set-up equipment. Space size is 10'x10'. Tents will **NOT** be allowed to exceed allotted space and infringe on others' space. Vendors must have attractive displays. No bare tables –all tables must be covered all the way around and to the floor.
7. Exhibitors shall occupy only the space assigned by The Suffern Chamber of Commerce/Woodwill Corporation. No exhibitor
8. will be allowed more than 10' from the curb - **THIS WILL BE STRICTLY ENFORCED.**
9. Electric is **NOT** available. Generators must have approval from The Suffern Chamber of Commerce/Woodwill Corp. in advance. No noisy generators will be permitted.
10. Spaces will be assigned on a first received (multiple show) priority system. Returning exhibitors will be given next priority. Food/Retail Vendors must clearly state on the form **EXACTLY** what they are selling.
11. **ABSOLUTELY NO** fireworks, smoke bombs, silly string or snappers, rude, hazardous or objectionable items will be permitted. The Suffern Chamber of Commerce/Woodwill Corporation reserves the right to eliminate any items for sale which are deemed unacceptable or in conflict with street fair guidelines.
12. 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.
13. Exhibitors 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.
14. Suffern merchants participating in the festival may sell in their booth only items regularly for sale in their shops.
15. **Absolutely NO Refunds. Fairs are Rain or Shine!**
16. Vendors are required to keep their area clean and free from debris. Vendors are responsible for their own garbage and must put it in the dumpster or take it with them. Vendors who do not comply will not be allowed to participate in future fairs.
17. A Vendor's inability to appear at the Fair, for any reason, will not result in a refund.
18. 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.**
19. If you are submitting your contract as a "**Non-Profit**," you must include paperwork documenting your organization's non-profit status.
20. By signing this agreement, The Exhibitor agrees to indemnify, defend and hold harmless the Chamber of Commerce & the Village of Suffern, Woodwill Corporation its members, officers, employees, agents and representatives for any personal injuries, property loss or damage suffered by any person as a result of the actions of the exhibitor. Suffern Chamber of Commerce/Woodwill Corporation, shall not be held liable for failure to perform or fulfill its contractual obligation provided such failure is caused, occasioned or furthered by closures of site locations due to any cause or causes beyond its control, including, but not limited to acts of God, fire, flood, war, public disaster, strikes or labor difficulty, governmental enactment, regulations or ordered or any other cause or causes beyond its control.

### **CREDIT CARD PAYMENT INFORMATION: (PLEASE WRITE CLEARLY)**

Total Amount to be charged to your credit card - \$ \_\_\_\_\_

I hereby authorize these charges to be made to my (check one) \_\_\_\_\_ VISA \_\_\_\_\_ MASTER CARD

Card # \_\_\_\_\_ Exp Date: \_\_\_\_\_ 3 Digit Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_ **Billing address if different than on application:**

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_