

Buchanan Day 2017

Participant/Vendor Application

Date: Saturday Sept 23; Rain date: Sunday Sept 24; 11AM-4PM

Buchanan Pavilion at 218 Westchester Ave. Buchanan, NY

(PLEASE SEE RULES AND INFORMATION PAGE)

Business/Organization _____

Contact Person _____

Address (Street) _____

City/State/Zip _____

Email Address _____

Phone (Home or Business) _____ (Cell) _____

AVAILABLE FOR RAIN DATE? _____

For Paid Participants - Fee Charged \$ _____ For (number of hours) _____

For all - SPACE REQUIREMENTS (Approx. size, # of tables, electricity needed?, vehicle size/pkg?)

For Vendors - Items to be sold (list specifics or food type)

FOOD _____

DRINKS _____

CRAFT/NOVELTY _____

OTHER _____

FEE REMITTED (see below) _____

Food prepared on site and all food vendors requiring electricity - \$50.

Food prepared offsite, prepackaged, ice cream, drinks only, etc. - \$30.

Business promotion, vendors, crafts or novelty - \$30 Non-profits - NO FEE

Send application, payment (no cash), insurance forms and DOH certificate if applicable to:

Colleen Lonergan, 101 Tate Avenue, Buchanan, NY 10511

Buchanan Day Festival
Rules and Information for Vendors

LOCATION: Buchanan Pavilion, 218 Westchester Avenue, Buchanan, NY

DATE/HOURS: Saturday September 23, 2017/11 AM - 4 PM. **RAIN DATE:** Sunday September 24, 2017

CONTACTS/INFORMATION: Village Hall Phone # is 914 737-1033 **EMAIL:** cal101159@gmail.com

GENERAL INFO AND FORMS: www.villageofbuchanan.com

Info & current updates: Village of Buchanan on Facebook

SET UP TIME: Friday evening as needed, 8 AM-10AM Saturday (or Sunday Rain Date)

ELECTRICAL ACCESS: There is limited 110V electrical access under the pavilion which is available to the

first vendors submitting their applications and payment and requesting it on their application.

VEHICLES: Vehicles may be driven into the pavilion between 8 AM and 10 AM during set-up period and after

the festival ends at 4 PM. If your vehicle is larger than a van, access may not be possible. You can visit the site

beforehand to determine feasibility. If you wish to have your vehicle set up to sell from directly, indicate this on

your application.

WATER: Potable water is available on site. You will need something to carry it in.

ICE: You will need to get this yourself. Possible sources: Coles Market, Montrose Deli, Gas Stations on Tate

and 9A and at Trolley and 9A.

INSURANCE: All food vendors must have an insurance certificate for the day on file for the event.

DOH CERTIFICATE: Food vendors may need a Dept. of Health certificate for the day. Businesses with a catering license do not. Contact the Westchester Dept. of Health if you are not sure.

RULES AND REGULATIONS:

- . No food or drink may be served in glass containers.
- . Electric access requires extension cords which you must supply.
Cords must be outdoor rated, not household type lamp cords.
Heavy gauge is highly recommended, 16 gauge or heavier and 50 feet long is suggested.
- . No loud generators may be used under the pavilion. Any questions should be addressed beforehand.
- . Applications should be received by August 15th to assure best space and access.
Applications deadline is September 21st and NO REFUNDS for no-shows or cancellations received after September 1st.
- . Vendors should clean up their own sites as well as is feasible and bag their own garbage.
There will be a dumpster on site for disposal.