

**Eastchester Columbus Day Celebration Committee  
c/o The Town of Eastchester  
40 Mill Road, First Floor  
Eastchester, NY 10709**

## **2023 FOOD VENDOR CONTRACT**

### **A: GENERAL INFORMATION**

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

Business Contact: \_\_\_\_\_

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

\_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email address: \_\_\_\_\_

Food/ Menu Items/ Services: \_\_\_\_\_

\_\_\_\_\_

**VENDOR HOURS OF OPERATION AND MENU ITEMS MUST LAST FOR THE DURATION OF EACH CARNIVAL DAY**

### **B: FEES**

i) Operating Space:

Units of operation for vendors are divided into singular parking spaces (**approximately 9'x11' per section**) and cost is **\$175.00 per day** and you hereby are agreeable as a food vendor to participate and operate your business all four (4) days of the event at this calculated fee. Furthermore, as Friday October 6, 2023 and Monday October 9, 2023 are abbreviated days of operation; this committee shall only charge you on a firm scale of **three (3) days**.

Therefore:

The fee for One (1) unit of space for the 2023 celebration & carnival is: \$525

The fee for Two (2) units of space for the 2023 celebration & carnival is: \$1,050

The fee for Three (3) units of space for the 2023 celebration & carnival is: \$1,575

**THE COMMITTEE RESERVES THE RIGHT TO ADJUST SPACES  
OR MOVE VENDORS AT ITS DISCRETION**

ii: Electricity/ Power

You **WILL** incur an additional fee of **\$175.00**, per day, for electricity above one (1) 20-amp circuit. Our staff will determine if you require additional electricity depending on the type of equipment you intend to use.

**IF YOU REQUIRE ELECTRICITY BEFORE/ AFTER THE CARNIVAL'S HOURS OF OPERATION  
THEN YOU MUST PROVIDE YOUR OWN GENERATOR AND INCUR ALL RELATED COSTS**

Electrical services provided are for appliances & equipment that are satisfied with **110 volts ONLY**. If you require anything other than 110 Volts you must provide your own electrical outlet, power, and necessary cord footage- you may also incur additional fees in order for this event to accommodate your business.

**Number (#) of Spaces:** \_\_\_\_\_ **Total Due:\$** \_\_\_\_\_

## C: LOCATION & HOURS OF OPERATION

### Lake Isle Country Club

660 White Plains, Rd.  
Eastchester, NY 10709

Friday: October 6, 2023 – 6:00 PM to 11:00 PM Calculated at a half ( $\frac{1}{2}$ ) **day rate**.  
Saturday: October 7, 2023 – 1:00 PM to 11:00 PM  
Sunday: October 8, 2023 – 1:00 PM to 11:00 PM  
Monday: October 9, 2023 – 1:00 PM to 6:00 PM Calculated at a half ( $\frac{1}{2}$ ) **day rate**.

## D: PAYMENTS

i) Vendors interested in reserving space for the event must submit to this committee a completed application/ contract no later than **September 29, 2023 accompanied by the vendor's anticipated menu, complete with pricing, and no less than fifty (50%) percent** of the vendor space fee, **in cash or made payable by CHECK or MONEY ORDER to 'The Town of Eastchester,'** to guarantee participation in the event. No credit cards are accepted. The balances due for vendor space fees are **due by the close of carnival business on Friday October 6, 2023.** In the event that a check payment bounces, vendors will be responsible to pay a **twenty - five (\$25.00) dollar bounced-check fee in addition to their full vendor fee.** Vendor packets and deposits received after **September 29, 2023 WILL NOT GUARANTEE** your reservation and participation in this event.

## E: REFUNDS

i) Refunds to vendors are decided upon by this committee on a *case by case basis*. However, this committee does not extend consideration in refunding vendor fees to vendors who demonstrate practice as **'NO SHOW VENDORS.'** **'No Show Vendors'** include, but are not limited to, vendors who have paid, either in part or in whole, their vendor fees for the event, have reserved their necessary space, but fail to appear on the opening night of the event or those who give **less than twenty four (24) hour notice** to the committee prior to opening night of their intended absence. **'No Show Vendors'** who fail to appear and/ or give appropriate notice to this committee **WILL** see their reservation for vendor space cancelled, potentially utilized by another vendor, and not be entitled to a deposit/ vendor fee refund. The committee reserves its right to **VOID** this agreement at its sole discretion in any instance.

## F: ADDITIONAL VENDOR RULES & OBLIGATIONS

### i) Permit(s)

Food vendors are required to file for and obtain a Westchester County Department of Health Food Permit. You must provide a copy of your Westchester County Department of Health Food Application to the committee for its files with your application/ contract no later than **September 29, 2023.** Upon your receipt of your temporary permit, you must post this permit in plain sight in/ on your rented space throughout the entire weekend of operation.

### ii) Arrival, Setup, Breakdown

Vendors who reserve units of operation that exceed one (1) spot per day, or anticipate the use of a trailer or truck as a part of their weekend setup, are required to have any and all tents constructed and secured/ vehicles & trailers parked no later than **Thursday October 5, 2023.** All vendors must have their setup complete **by 2:00 PM Friday, October 6, 2023, but may continue to load in appliances, inventory, and small equipment up until 3:30 PM.** As a food vendor you agree that you are not to breakdown your vendor area until **6:30 PM Monday, October 9, 2023 unless prior approval is granted by the committee chairperson.** Vendors are responsible for furnishing their vendor space with their own tents/ canopies (not to exceed their rented area) and any and all serving stations, tables, chairs, and/ or displays. **The committee DOES NOT provide any of the above**

effects for use by vendors. **ALL vendors are required to properly display all approved menu items and their related costs clearly to prevent consumer confusion.**

**Special Note: vendors are solely responsible and required to keep their stations clean, sanitized, and free from trash before, during, and after carnival's operating hours. If a vendor is found to have not properly cleaned and/or discarded all of their materials at the close of the carnival, you will be charged a \$500.00 custodial fee and may also lose your admittance into the following year's event.**

iii) Fuel

Vendors utilizing propane tanks **MUST** confirm and ensure that their proprietary tanks are in good working condition and not expired, that each tank, whether being used or on standby, are secured by being cradled in a crate or similar container, and not exposed to direct sunlight for a prolonged period. Your tanks will be inspected by the Eastchester Fire Department in conjunction with the rest of your vendor area and tents prior to the carnival opening. For vendors utilizing open, charcoal grills, ovens, deep fryers, etc...these cooking surfaces and appliances may not be used underneath tents, but rather, must be operated behind or to the side of your tented area.

iii) Personal Vehicles

**All** personal vehicles operated by vendors and their staff **MUST** be removed from the food vendor and surrounding midway no later than **one (1) hour prior to the carnival's opening each day**. Vehicle parking is available in the general lot or in the neighboring lot adjacent to the rear entrance. Consult with a committee member each day to verify what parking options are available for your vehicle on that day. Personal and professional vehicles used for deliveries are at no time permitted to enter any entrance to the carnival during its hours of operation. Arrangements should be made in advance to allow for deliveries and staff to pull into the adjacent lot near the rear entrance.

iv) Menu Items & Liabilities:

Vendors may only sell items authorized by the committee and approved on their application/contract (**no later than September 29, 2023**). No items will be approved for sale by the committee if it is discovered that those items interfere or directly compete with approved items already being sold by another vendor. *Furthermore, vendors are prohibited from selling raffle tickets, alcohol, cigarettes, games of chance, and any other item found objectionable by the committee not previously authorized; this includes soliciting donations for any charitable organization without prior approval by the committee.* Vendors are also prohibited from having alcoholic beverages in their rented spaces as well as providing any alcoholic beverages to anyone on the carnival grounds. **Any violation of this policy before, during, or after the event that takes place on the carnival grounds may lead to the immediate closure of your space without refund.**

**By signing below, I affirm that I understand and will comply with the terms set forth in this contract and duly understand the means of remediation this committee will undertake in the event where I am in violation or breach of the terms of this agreement.**

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Vendor Signature

Date

***Vendors will receive confirmation of participation by mail/email. You may visit the carnival site for space assignment and setup beginning Thursday, October 5<sup>th</sup> after 12:00 PM.***

Return your executed vendor packet and fees to:

**Eastchester Columbus Day Committee  
c/o Stuart Rabin  
40 Mill Road, First Floor  
Eastchester, NY 10709**

Money Orders and Checks must be payable to:

**"THE TOWN OF EASTCHESTER"**

Please contact Stuart Rabin with any questions or concerns:

email: [ebtcolumbusday@aol.com](mailto:ebtcolumbusday@aol.com)

office: 914.771.3311

mobile: 914.473.2180