



PLEASE KEEP THIS PAGE AS A REFERENCE FOR ALL **PORT JERVIS NY TOURISM** EVENTS.

***VENDOR APPLICATION DEADLINE: 1 month prior to the event. NO EXCEPTIONS**

- VENDORS WILL BE E-MAILED **APPROXIMATELY 1 WEEK** PRIOR TO ANY EVENT FOR ADDITIONAL INFORMATION, INCLUDING SPACE LOCATION, SET UP TIME & BREAK DOWN INFORMATION, PARKING.
- ALL PORT JERVIS TOURISM EVENTS WILL BE HELD RAIN, SNOW OR SHINE.
- No refunds will be issued for vendor cancellation, illness, or weather conditions.
- Please come prepared for all weather conditions, including weighed down tents due to wind.

***PLEASE FOLLOW ALL VENDORS INSTRUCTIONS FOR SET UP & BREAK DOWN FOR ALL EVENTS.**

- Vendors must drop their merchandise, park their vehicles, & then set up.
- THERE IS NO PARKING INSIDE THE FESTIVAL AREA. VENDORS MUST PARK IN DESIGNATED AREAS.
- Vendors may NOT block the street or roadway with their vehicle or place their merchandise & supplies in another vendor's space while dropping off or setting up.
- Vendors CAN NOT store merchandise or their chairs on the sidewalk during any event. Sidewalks SHOULD remain clear.
- Vendors are not permitted to close early or bring their vehicle into the festival area while the event is still occurring.

NO EXCEPTIONS!

- At close, leave your area clean.
- **DO NOT MOVE** any barricade / safety cones to enter or exit the festival area.

***FESTIVAL SCHEDULED TIMES WILL BE POSTED ON THE EVENTS APPLICATION.**

- Vendor set up times will be emailed to them prior to the event.
- All Food Trucks & Trailers MUST ARRIVE & SET UP during designated times.

***SPACE SIZES & FEES WILL BE POSTED ON THE EVENTS APPLICATION.**

- Please do not encroach on another vendor's space or try to take extra space that **WAS NOT PAID** for.

***WE ACCEPT ALL FAMILY FRIENDLY VENDORS.**

- The Port Jervis Tourism Board permits 1 Independent Consultant per company at each event. You can pair up with another consultant from the same company.
Independent Consultants from the prior year participating have first preference.
- Vendors are responsible for supplying their own tables & chairs.
- If you sell unpackaged food items, you must apply as a **FOOD VENDOR**.
- **FOOD VENDORS** must obtain a **HEALTH PERMIT** from the **ORANGE COUNTY NY DEPT. OF HEALTH**.
- **NO FLEA MARKET MERCHANDISE.**

***ALL VENDORS!**

- Please list all of the merchandise, food, etc. you plan to sell at the event on the application. Show images of your merchandise. If you are a returning vendor, please list what you are selling. We cannot promise **merchandise or food exclusively**, as we do not always know everything another vendor is selling.

***APPLICATIONS MUST INCLUDE A SIGNATURE TO THE WAIVER, AGREEING TO COMPLY WITH THE RULES OF THE EVENT, AND TO INDEMNIFY & HOLD HARMLESS THE CITY OF PORT JERVIS, THE PORT JERVIS TOURISM BOARD & THEIR AGENTS.**

The VENDOR agrees to indemnify, defend, and hold harmless the City of Port Jervis, its officers, directors, employees, and agents, from and against any and all claims, liabilities, damages, losses, costs, and expenses (including reasonable attorneys' fees) arising out of or in connection with: a. Any negligent act or omission, or willful misconduct by the Vendor or its employees, agents, or subcontractors in the performance of the services under this Agreement. b. Any breach of the Consultant's representations, warranties, or obligations under this Agreement, including but not limited to the breach of confidentiality obligations. c. Any claim that the work product or services provided by the Consultant infringe upon the intellectual property rights of any third party. d. Any failure by the Consultant to comply with applicable laws or regulations in the performance of its duties. This indemnification obligation shall survive the termination or expiration of this Agreement.

The City of Port Jervis is not responsible for any vendor's personal property including damages to tents, merchandise, or any damages or injuries caused by vendors set-up, wind, rain, or any other natural weather conditions.

The City of Port Jervis and The Port Jervis Tourism Board have a zero-tolerance policy when it comes to disrespecting vendors, staff, contractors, sponsors, and venue staff. Vendors must demonstrate a commitment to respecting human rights and protecting the dignity of their employees/workers as well as our staff, attendees, venue staff, and all other event participants.

Failure to comply with our zero-tolerance policy will result in removal from the event immediately and without a refund. The City of Port Jervis reserves the right deny future event applications.

We appreciate your compliance with these rules, making it a smooth, fun, and successful day for all.

KEEP THIS PART: Return the completed application with a check payable to **THE PORT JERVIS TOURISM**.

MAIL TO: Port Jervis Tourism, 20 Hammond Street, Port Jervis NY 12771

OR BRING TO: The City Clerk's Office, hours 9:00am - 4:00pm City Hall, 20 Hammond Street, Port Jervis

EMAIL: tourism@portjervisny.gov

VENDOR CONTACT: Tourism Chairwoman Laura Meyer (973) 534-4177