



**Port Jervis**  
New York  
**Tourism**

## VENDOR/EXHIBITOR GUIDELINES AND RULES

KEEP THIS PAGE

### Port Jervis Tourism

4th Sunday in September, 10-5 rain or shine

Location: Downtown (Front St/Jersey Ave), Port Jervis NY 12771

Sponsor: Port Jervis Tourism Board

<https://www.facebook.com/PortJervisTourism>

City Clerk Phone # 845-858-4000, Vendor Contact # 845-856-1611

Thank you for your interest in our Port Jervis Tourism event!

Festival hours, 10am-5pm unless specified otherwise.

- Set-up begins at 7:30am and must be completed by 9:30am
- **Festival vendor set-up specifics will be e-mailed one week prior to event. If you do not have e-mail send a self-addressed stamped envelope with your application so we can send that info.**
- Vendors must drop their merchandise, go park their vehicle, and then set up. Vendors may NOT block the street and hold up other vendors. Bring an associate with you to watch your merchandise while you park.
- Close-down begins at 5pm. When you apply you agree not to close early; unless specified otherwise.
- We cannot promise merchandise exclusivity as we don't always know everything a vendor is selling. If you are a consultant for a specific brand, check with your corporate representative.
- All participants must be approved by the Port Jervis Tourism Board prior to acceptance to this event. *Unless otherwise notified, your application is accepted.*
- Applications must include a signature for the Waiver, agreeing to comply with the rules on this page, and to indemnify and hold harmless Port Jervis Tourism Board, the city of Port Jervis, and their agents.

### **VENDOR APPLICATION DEADLINE: ONE MONTH PRIOR TO EVENT, NO EXCEPTIONS!**

No refunds will be given due to vendor cancellation, poor weather or attendance factors.

Curb Side Space size: 11 foot x 11 foot, double 22 foot x 11 foot

- Electric hookups require special placement, are subject to availability, and require additional fees - call 845-856-1611 well in advance to reserve, or be prepared to bring a generator or battery backup.
- You must immediately adjust if you encroach on another space.
- At close-down, leave your area clean.
- Raffles are only permitted with a game of chance number from the NYS Racing and Wagering Board.

No vehicles may remain in the festival area during festival hours without prior permission.

- If your set-up includes a trailer or food truck, advise and state the dimensions on the application.

General:

- Exhibitors are responsible for supplying their own tables and chairs.
- All tables must be covered to the ground, with storage and inventory boxes out of sight.
- Vendors are responsible for their table security.
- BOTH sides of our street may be sunny, depending on time of day. Bring cover if you need it.
- If primarily selling food items, you must apply as a food vendor.
- FOOD vendors must obtain a health permit from the Orange County NY Dept. of Health.
- Merchandise must be new (exception: antiques); NO FLEA MARKET MERCHANDISE.
- Crafts must be handmade by the exhibitor.
- Vendors are responsible for collecting and filing NYS sales tax.

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

Keep this part; return the completed application with check payable to Port Jervis Tourism

- mail to: Port Jervis Tourism, 20 Hammond Street, Port Jervis NY 12771
- bring to City of Port Jervis, 20 Hammond Street, Port Jervis — Monday-Friday 9-5

Thank  
You!



FALL FOLIAGE FESTIVAL  
4th Sunday in September  
PORT JERVIS NY

INFORMATION  
VENDOR  
APPLICATION



PJTJB USE ONLY

Electric Y 110 220

Space# \_\_\_\_\_

Check# \_\_\_\_\_

Amt \$ \_\_\_\_\_

Date rec'd \_\_\_\_\_

**Application Deadline: one month prior to event, no exceptions!**

Returning vendor selling same type items, check here

RETURN THIS PAGE

PRINT CLEARLY

Unless a returning vendor, on the back of this sheet, give a brief description of your items to be sold and attach a picture. For non sales, describe the organization or product you're providing information about.

vendor name \_\_\_\_\_ contact person \_\_\_\_\_

phone \_\_\_\_\_ email \_\_\_\_\_

(our contact to you is via email, print very clearly)

re-print email \_\_\_\_\_

street address \_\_\_\_\_

city/state/zip \_\_\_\_\_

note: \_\_\_\_\_

**SPACE REQUIREMENTS:**

CHARITABLE ORGANIZATION/NOT-FOR-PROFIT from CITY OF PORT JERVIS  
 **WITH SALES** 11 ft X 11 ft = \$45       **NO SALES** 11 ft X 11 ft = \$20

INFORMATION ONLY, from CITY OF PORT JERVIS, **NO SALES**  
 11 ft X 11 ft = \$40

INFORMATION, from OUTSIDE CITY OF PORT JERVIS  
 11 ft X 11 ft = \$70       double space 22 ft X 11 ft = \$120

ELECTRIC HOOKUP (subject to availability, call 845-856-1611 well in advance to reserve)  
 110 amp = \$20 each, how many: \_\_\_\_\_       220 amp = \$40 each, how many: \_\_\_\_\_



**TOTAL amount enclosed** (check payable to Port Jervis Tourism) \$ \_\_\_\_\_  
 (A returned check will cancel your space & require advance cash replacement plus \$35 cash to participate)

Vendor \_\_\_\_\_ has read the GUIDELINES & RULES and will comply with those and also:

WAIVER: Vendor/exhibitor has agreed to rent space as part of Fall Foliage Festival, and agrees to indemnify and hold harmless Fall Foliage Festival, Port Jervis Tourism Board, City of Port Jervis, and any other unnamed sponsor, their members, officers, directors, employees, public officials, and agents, from any and all damages, loss and theft, claims, or liabilities or judgments arising from the undersigned's activities engaged during Fall Foliage Festival. These are to include, but are not limited to, the attorney's fees incurred in the defense of an action and any other costs, fees or penalties associated with such defense against the above mentioned entities and unnamed sponsors.

name \_\_\_\_\_ signature \_\_\_\_\_ date \_\_\_\_\_