

Fall Family Festival Vendor Agreement

This agreement is by and between the Vendor stated below and Village of West Winfield and Town of Winfield for the Fall Family Festival event being held on Saturday, September 27th, 2025.

Vendor/Applicant Name

Business Name if applicable

Mailing Address

City

State

Zip Code

Phone Number

E-mail Address

Brief Summary of the items you will be selling (a vendor map will be made for the event and marketing will be done on the event page to promote the festival).

Vendor Information:

• **{ \$FEES }** There will be a **\$10 required fee** to set up your vendor booth at the Fall Family Festival event! We as a community want to be able to showcase all of the great people and businesses around us! If electricity is needed for your booth, you will need to supply your own electricity with a generator. Payment/Agreement Form is needed by 9/19/2025 to reserve a

spot at the Fall Family Festival on 9/27/2025 at the Winfield Memorial Town Park from 12:30pm to 4:30pm.

- Agree to indemnify fully and hold harmless the Village of West Winfield and Town of Winfield, its officers, employees, and agents against all damage claims, liabilities and causes of action of every kind and nature.
- Comply with all health and fire permits, where applicable, at own expense.
- Responsible for keeping the table attractive before, during, and after the festival.
- Responsible for collecting and reporting all NYS sales tax.
- Ensure that the vendor table will be staffed and open the entire length of the event; 12:30pm to 4:30pm.
- Vendors and their employees shall use every measure to protect the event site from all damages. Vendor shall be responsible for damage caused by him or her to buildings and grounds.
- Vendors will remove all trash in the immediate area during setup and breakdown. No trash is allowed to be left in the vendor area after breakdown.
- Set up begins at 9:30am on the day of the event, 9/27/2025. Vendor items need to be available to the attendees of the event by 12:30pm. Breakdown and removal of the vendor table must be completed immediately after the event.
- Vendors are prohibited from selling any alcoholic beverages at the event.
- Failure to meet requirements may lead to removal from the event and no refunds will be provided.
- Any **Food Truck Vendors** will need to submit their **Liability Insurance Form** with this vendor agreement form.
- Payment of vendor fee is due upon signing of this agreement. Make any **checks payable to The Village of West Winfield**. All fees are **non-refundable**. Please send all checks to;
The Village of West Winfield
PO Box 308
West Winfield, NY 13491
OR stop into the Village Clerk's Office (Bisby Hall) between the hours of 9am and 12pm (noon) if you would like to pay cash. You may also drop your payment off after hours in the mailbox outside of Bisby Hall.
- No rain/weather refunds will be granted (please see cancellation policy).
- Agreement with fee must be received by 9/19/2025 (so we have time to advertise your booth and create a sitemap for guests).

CHECK-IN, SET-UP AND BREAK-DOWN:

- All vendors must check in at the information tent.
- Vendors must limit themselves to one vehicle within the event site, unload the equipment/product. Your vehicle can stay parked behind your site for easy convenience.
- Exhibits must be open and staffed for the entire duration of the event.

ADDITIONAL GUIDELINES:

- Vendors may not sell items bearing the event name or likeness.
- Professional behavior and dress are required.
- Small radios are allowed. Amplification equipment is NOT permitted due to the use of other amplification equipment on site.
- Vendors are **PROHIBITED FROM SMOKING WITHIN THE EVENT SITE**.
- Vendors are prohibited from having animals within the confines of the event, except for legitimate service animals as authorized by State Statute and ADA standards.

CANCELLATIONS:

The Fall Family Festival will be held, rain or shine. If a vendor chooses not to participate in the event, the vendor permit fee will be refundable, provided the cancellation request is postmarked by 9/12/2025 (two weeks prior to the event). No refunds will be issued after that date for any reason.

THE VENDOR CERTIFIES THAT THE INFORMATION ON THE VENDOR CONTRACT IS A CORRECT DEPICTION OF THE SERVICES AND PRODUCTS TO BE PROVIDED BY THE VENDOR AT THE EVENT. THE VENDOR FURTHER AGREES TO ABIDE BY ALL TERMS OF THE VENDOR PERMIT FOR THIS EVENT AND TO HOLD HARMLESS AND INDEMNIFY THE WEST WINFIELD TOWN PARK AND THE VILLAGE OF WEST WINFIELD. ANY CLAIMS ARISING BY VIRTUE OF THEIR OCCUPANCY OF VENDOR SPACE AND PARTICIPATION IN THIS EVENT.

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Vendor Signature-Date Signed

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Printed Vendor Name

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Vendor Business Name if applicable (please print)

PLEASE CONTACT **Tori Roberts** WITH ANY QUESTIONS AND RETURN FORM COMPLETED TO THE EMAIL LISTED. *IF YOU NEED TO MAIL THE FORM IN, PLEASE MAIL IT TO THE FOLLOWING ADDRESS;
THE VILLAGE OF WEST WINFIELD
PO BOX 308
WEST WINFIELD, NY 13491

PHONE: 315-941-8255

-please leave a voicemail if I am unable to answer and I will get back to you

EMAIL: tori.roberts15@gmail.com

VENDOR SPECIAL REQUESTS:

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