

**CARMEL RECREATION – SYCAMORE PARK, MAHOPAC, NY
HARVESTFEST VENDOR AGREEMENT**

EVENT DATE / TIME / LOCATION: **Sunday, October 29, 2017 from 12:00 p.m. – 3:00 p.m.
at Sycamore Park, 790 Long Pond Road, Mahopac, NY**

SETUP TIME: **Between 10:30 a.m. and 11:30 a.m.
ALL VENDORS MUST BE SET UP BY 11:30 a.m.**

VENDOR FEE: **\$20.00 for Table Space, outside only, and supplied by vendor.**

Carmel Recreation will assign space to all vendors, and display materials should be confined to the assigned space. There is a limit of two (2) 6 or 8 foot tables per vendor, with small tents allowed.

Harvestfest will be held outdoors, weather permitting, with vendors set up on the basketball court. If vendors set up in the main building, no wall displays will be allowed. The Recreation & Parks Director will determine appropriateness of vendor products and displays; all vendor products are subject to approval.

Call (845) 628-7888 with any questions.

The sale of food is not allowed unless previously approved by the Director of the Carmel Recreation and Parks Department; a one day permit from the Putnam County Health Department may be required.

Vendors may enter the park service road entrance on the right to unload their vehicles in front of the main building, but must park below in the main visitor parking lot. Reasonable care and protection is given to property and people on these premises. Seller agrees to indemnify and hold harmless the Town of Carmel and its employees against all claims for injury and damage to persons and property arising out of, or in any way related to seller's operations, including all costs, expenses and attorney's fees incurred by, or on account of, Town of Carmel. We, the Recreation & Parks Department and Town of Carmel, are not responsible for injuries caused by others or injury to persons entering these premises. Also we are not responsible for damage or loss due to fire, theft, breakage or collision. Articles left in cars are at owner's risk.

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ONLINE PROCEDURE: 1) set up a profile at <https://register.communitypass.net/CarmelTownof> and 2) download Harvestfest Vendor Agreement Form on CommunityPass homepage

If you would like to pay by cash or credit card (Visa/Master Card) please come to the office between 9 – 4, Monday through Friday (Sycamore Park, 790 Long Pond Rd., Mahopac, NY 10541) If paying by check you may mail in the completed form with check payable to “Carmel Recreation” or come in to the office 9-4 Monday through Friday.

Questions? Call the Recreation Department at (845) 628-7888.

VENDOR'S NAME: _____ DATE OF BIRTH: _____

ADDRESS: _____

TELEPHONE / E-MAIL: _____ / _____

ITEM DESCRIPTION: _____

I have read the stipulations and I approve and agree to those set forth.

SIGNATURE: _____ DATE: _____

Non-refundable payment: Check # / Amount _____ payable to “Carmel Recreation”.

Cash \$ _____, or Credit Card Type / Amount: _____