

**2018 Vendor Guidelines for Italian Heritage Festival at the Kensico Dam Plaza**  
*(It is the responsibility of the promoter(s) to notify vendors and enforce these guidelines)*

1. The following items are prohibited on the main grass area: vehicles, tents, bounce castles, items that could puncture the grass, etc. Lawn chairs and blankets are permitted.
2. All non-food vendors must set-up on the plaza in their designated spot. The spots will be numbered in chalk.
3. All food and beverage vendors must be set-up in the parking lot in their designated spot. The spots will be numbered in chalk. Each assigned spot is two parking spaces wide. Additional spots can be purchased if more space is needed.
4. All vendors must provide their own: tables, chairs, tents (no larger than 10x10 and weighted down) and quiet generator (if power is needed).
5. Vehicles are prohibited on the plaza during the festival. This includes promotional vans. (This does not apply to Westchester County sponsored vehicles.)
6. Vendors will be assigned parking area upon check-in; parking is on a first come first served basis.
7. The promoter is responsible for staffing three areas during the vendor check-in as follows: One staff at the park entrance, at least two staff in the plaza vendor area and one staff in the food vending area.
8. In order to avoid back-up on the plaza, upon entering vendors must drive down the service road to the plaza, drop their items off at their designated spot and quickly move their car into their assigned parking area.
9. *At the latest*, Vendors must be set-up 60 minutes prior to the start of the festival. At this time all cars must be off the plaza. Any vendors arriving late must make prior arrangements to walk their items to their designated spot.
10. All entertainment must have their equipment in the Showmobile area 30 minutes prior to the start of the festival *at the latest*. Any entertainment arriving late must make prior arrangements to walk in their equipment.
11. Vendors must pack-up no earlier than the scheduled end of the festival. Vendors are prohibited to drive their vehicles onto the plaza to load their belongings until the area is deemed safe for driving. This decision will be made jointly by the county representative and the festival chair. (The anticipated time is 30 minutes after the scheduled end of the festival.)
12. If a vendor needs to leave promptly at the scheduled end of the festival, it is recommended to bring their own hand truck. A limited number of county owned dollies will be available on a first come first served basis.
13. Merchandise vendors are prohibited from selling any items which when used can deface county property, i.e. spray-paint, washable paints, etc. It is the promoter's responsibility to make sure such items are not sold.
14. Food vendors are responsible for removing any used cooking oil from the premises.
15. Food vendors are responsible for discarding all grey water or waste ice in the designated bin within the park.
16. *Companies providing alcoholic beverages or bounce castles, rides or similar activity services* must complete a Schedule "A-I" entitled "Application to Provide Goods and Services on County Property", and provide proof of Worker's Compensation Form C 105.2 or U-26.3 (Statutory Limits and coverages) and General Liability naming the County of Westchester and the Permittee as an additional insured (minimum limits of \$1,000,000). Each proof of insurance and completed Schedule "A-I" shall be provided to the County by the Permittee upon execution of this Permit or that service will not be permitted at the Event.
17. The festival president/chair must remain on-site until the last vendor and concessionaire departs.