



# Westchester County Italian Heritage Festival

Sponsored by the

**ANTONIO MEUCCI LODGE #213, Inc.\***

Fiscal Sponsor of Antonio Meucci Lodge #213,

Order Sons and Daughters of Italy in America

[www.antonioimeuccilodge.com](http://www.antonioimeuccilodge.com)

## VENDOR APPLICATION

**Fees are non-refundable**

(except in the case of event cancellation)

**\*\*\*Vendor exclusivity is not guaranteed\*\*\***

### Single Space

Food Vendor: \$300/\$325 after 1-July

Non-Food Vendor: \$150/\$175 after 1-July

(See below and [Vendor Guidelines](#) MUST be signed and returned )

Set-up Begins: 8:00 am

Kensico Dam Valhalla,

New York

Sunday, July 21, 2024

Noon - 6pm

Live Entertainment

- Space assignment will be provided on the morning of event – Please sign in upon arrival at entrance.
- We reserve the right to remove offensive T-Shirts, banners, etc.
- All food service vendors must abide by Westchester County Board of Health Rules including an off-site permit. Request a Board of Health application if needed.

Questions?

Contact: [antonioimeuccilodge213@gmail.com](mailto:antonioimeuccilodge213@gmail.com) or

Cathy Grisanti (914) 523-6158 or Mario (914) 325-1239

ITALIAN HERITAGE FESTIVAL - Sunday, July 21, 2024

Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile #: \_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_

(\*note: payments mailed after June 30 must be by bank check or money order\*)

Please list what merchandise you are selling:

\_\_\_\_\_

Food vendors please indicate length of truck / size of frontage that you need: \_\_\_\_\_

\*Antonio Meucci Lodge #213, Inc is a 501( c)( 3) organization.

Return and make check out to:  
 Antonio Meucci Lodge #213, Inc  
 279 Maple Avenue  
 White Plains, NY 10606  
 ATTN: Italian Heritage Festival

For Office Use Only:

Rec'd: \_\_\_\_\_ Check #: \_\_\_\_\_

**2024 Vendor Guidelines for Italian Heritage Festival at the  
Kensico Dam Plaza**

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*(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, which will be 11:00 am. 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 60 minutes prior to the start of the festival *at the latest*. Anyone 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.

I have read the above County rules and guidelines and agree to be bound by them for the duration of the Festival.

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Name and Company Name (Print)

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Signature and Date