

**Eastchester Columbus Day Celebration Committee
2026
Friday, October 9th through Monday, October 12th
Lake Isle Country Club
660 White Plains Road, Eastchester, NY 10709**

FOOD VENDOR APPLICATION/CONTRACT

**Please Print Clearly
GENERAL INFORMATION:**

Business Name: _____

Business Contact: _____

Business Address: _____

Business Phone: _____ Cell Phone: _____

Email address: _____

Food/Menu Items/Services _____

**ALL FOOD ITEMS LISTED MUST BE ACCOMPANIED BY PHOTOS AND PRICES
VENDOR HOURS OF OPERATION AND MENU ITEMS MUST LAST THE DURATION OF EACH CARNIVAL DAY**

FEES

Operating Space: Spaces occupied will be parking spaces provided. Each space measures approximately 10' W x10' L.

(Committee has the right to restrict and/or adjust space to maximize usage)

FEES:

UNITS OF OPERATION FOR VENDORS ARE DIVIDED INTO SINGULAR PARKING SPACES (APPROX 10'X10' SECTION) AND THE COST IS **\$175.00 PER DAY AND YOU HEREBY ARE AGREEABLE AS A FOOD VENDOR TO PARTICIPATE AND OPERATE YOUR BUSINESS ALL FOUR (4) DAYS OF THE EVENT AT THIS CALCULATED FEE. THE FEE IS CALCULATED AT 3 DAYS DUE TO FRIDAY & MONDAY WITH ½ DAY HOURS AS FOLLOWS: (SEE BELOW FOR FOOD TRUCK INFO)**

- THE FEE FOR ONE (1) UNIT OF SPACE IS \$525.00
- THE FEE FOR TWO (2) UNITS OF SPACE IS \$1050.00
- THE FEE FOR THREE (3) UNITS OF SPACE IS \$1575.00

THE COMMITTEE RESERVES THE RIGHT TO ADJUST SPACES OR MOVE VENDORS AT ITS DISCRETION

Electricity/Power

You will incur an addition fee of \$175.00, per day, for electricity above (1) 20-amp circuit. Our staff will determine if you require additional electricity depending on the type of equipment you intend to use.

IF YOU REQUIRE ELECTRICITY BEFORE/AFTER THE CARNIVAL'S HOURS OF OPERATION... THEN YOU MUST PROVIDE YOUR OWN GENERATOR AND INCUR ALL RELATED COSTS.

Electrical services provided are for appliances and equipment that are satisfied with **110 volts ONLY. WE CAN NOT ACCOMMODATE 220 VOLT CONNECTIONS.** If you require anything other than 110 Volts, YOU MUST PROVIDE your own electrical outlet, generator and necessary cord footage.

Number (#) of Spaces _____ **Total Due \$** _____

FOOD TRUCKS: EXACT dimensions/specs for Food Trucks must be provided. You must include from start to end of tow hitch. You must also include dimensions of doors when open and where they open from (front, side, rear) etc. Please provide pictures with measurements if possible. If you provide dimensions that are less than what your truck measures, you may be charged an additional fee or removed all together from the event if we cannot accommodate your required space due to improper measuring by Vendor. Please call us with any questions regarding space required.

For Committee Use Only:

Additional fee to add to total:

Additional fees for electricity: ____ amp circuit above 1 -20 amp circuit
____ other than 110 volts

\$ ____
\$ ____

Carnival location and hours of operation:

Friday: October 9, 2026– 6:00 pm to 11:00 pm calculated a half (½) day rate
Saturday: October 10, 2026 – 1:00 pm to 11:00 pm
Sunday: October 11, 2026 – 1:00 pm to 11:00 pm
Monday: October 12, 2026 – 1:00 pm to 6:00 pm calculated a half (½) day rate

PAYMENTS:

Vendors interested in reserving space for the event must submit to this committee a completed application no later than September 1, 2026. Applications will be reviewed and contracts generated. Signed contracts with 50% deposit of total fee (not including additional electrical fee) must be received no later than September 18, 2026 in cash/check/money order payable to Town of Eastchester. NO CREDIT CARDS ACCEPTED. The balance due for vendor space fees are due by the close of carnival business on Friday, October 9, 2026 in CASH. In the event a check payment bounces, you will be responsible to pay a twenty-five (\$25.00) dollar bounced-check fee in addition to the amount that did not clear. Vendor packets and deposits received after September 18, 2026 WILL NOT GUARANTEE your reservation and participation in this event.

☐ Check this box to confirm that you have read the above paragraph

REFUNDS

Refunds to vendors are decided upon by this committee on a *case by case basis*. However, this committee does not extend consideration in refunding vendor fees to vendors who demonstrate practice as “NO SHOW VENDORS”. “No Show Vendors” include, but are not limited to: vendors who have paid, either in part or in whole, their vendor fees for the event, have reserved necessary space, but fail to appear on opening night of the event or those who give **less than forty-eight (48) hours notice** to the Committee prior to opening night of their intended absence. “**No Show Vendors**” who fail to appear and/or give appropriate notice to this committee **WILL** see their reservation for vendor space cancelled, potentially utilized by another vendor, and not be entitled to a deposit/vendor fee refund. The Committee reserves the its rights to VOID this agreement at its sole discretion in any instance.

☐ Check this box to confirm that you have read the above paragraph

WEATHER CANCELLATION

The Columbus Day Committee will use its best efforts to keep the carnival event open for vendors and the Midway company for the duration of the scheduled event. Closure due to rain; severe/dangerous weather; high winds or other natural events outside of our control will not be reason for a refund. In the event of closure due to the reasons listed above, the Committee, at its own discretion, will issue credit of unused paid space due to unforeseen circumstances for Vendors space for the following year only. This credit will be issued only if the vendor fee is paid in full and is in good standing with the Committee.

☐ Check this box to confirm that you have read the above paragraph

VENDOR RULES AND OBLIGATIONS

Permit(s)

Food vendors are required to file for and obtain a Westchester County Department of Health Food Permit. You must provide a copy of your Westchester County Department of Health Food Application to the Committee for its files with your application no later than September 18, 2026. Upon your receipt of your temporary permit from the County, you must post this permit in plain sight in/on your rented space throughout the entire weekend of operation. If you have been approved for the sale of Alcohol by this committee, you must present to the committee, a temporary NYS Liquor License with your application.

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Check this box to confirm that you have read the above paragraph

Arrival, Setup, Breakdown

- Vendors who reserve units of operation that exceed one (1) spot per day, or anticipate the use of a trailer or truck as part of their weekend setup, are required to have all tents constructed and secured/ vehicles and trailers parked no later than THURSDAY, OCTOBER 8, 2026. Set Up on Thursday may begin after 10am. All vendors must have their setup completed by **2:00PM Friday, October 9, 2026, but may continue to load in appliances, inventory and small equipment until 3:30pm**. As a food vendor, you agree that you are not to breakdown your vendor area until 6:30pm Monday, October 12, 2026 unless prior approval is granted by the Committee Chairperson. Vendors are responsible for furnishing their own vendor space with their own tents/canopies (not to exceed their rented area); tables for their space; utensils; napkins; transport carts; employees; and any and all serving stations, tables, chairs, signage. (Columbus Day Committee Members; Town & Lake Isle employees are there to guide and assist you but are not to perform duties for Vendors)
- The Committee does not provide any of the above effects for use by vendors. All vendors are required to properly display all approved menu items and their related and approved costs clearly to prevent consumer confusion.

Special Note: vendors are solely responsible and required to keep their stations clean, sanitized and free from trash before, during and after the carnival's operating hours. If a vendor is found to have not properly cleaned and/or discarded all of their materials at the close of the carnival, you be charged \$500.00 custodial fee and may lose your admittance into the following year's event.

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Check this box to confirm that you have read the above paragraph

FUEL:

Vendors utilizing propane tanks **MUST** confirm and ensure that their propane tanks are in good working condition and not expired, that each tank whether being used or on standby, are **secured** by being cradled in a crate or similar container, and not exposed to direct sunlight for a prolonged period. Your tanks will be inspected by the Eastchester Fire Department in conjunction with the rest of your vendor area and tents prior to carnival opening. For vendors utilizing open, charcoal grills, ovens, deep fryers, etc., ...these cooking surfaces and appliances may not be used underneath tents, but rather be operated behind or to the side of your tented area.

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PERSONAL VEHICLES

ALL personal vehicles operated by vendors and their staff **MUST** be removed from the food vendor and surrounding midway no later than **two (2) hours prior to the carnival's opening each day**. Vehicle parking is available in the general lot or in the neighboring lot adjacent to the rear entrance. Consult with a committee member each day to verify what parking options are available for your vehicle on that day. Personal and professional vehicles used for deliveries are at no time permitted to enter any entrance to the carnival during its hours of operation and until all patrons and public are vacated from the area. Arrangements should be made in advance to allow for deliveries and staff to pull into the adjacent lot near the rear entrance.

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Check this box to confirm that you have read the above paragraph

Vendors may only sell items authorized by the committee and approved on the application/contract. No items will be approved for sale by the committee if it is discovered that those items interfere or directly compete with approved items already being sold by another vendor.

Vendors are prohibited from selling raffle tickets; alcohol; cigarettes and any other item found objectionable by the committee and/or not authorized by the committee.

Vendors are also prohibited from having alcoholic beverages in their rented spaces as well as providing any alcoholic beverages to anyone within the carnival grounds. Any violation of this policy during the event may lead to the immediate closure of your space without refund.

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Check this box to confirm that you have read the above paragraph

By signing below, I affirm that I understand and will comply with the terms set forth in this contract and duly understand the means of remediation this committee will undertake in the event where I am in violation or breach of the terms of this agreement.

Vendor Signature

Date

Vendors will receive confirmation of participation by mail/email. You may visit the site for space assignment and setup on Wednesday, October 7th between the hours of 10am-3pm. The Committee reserves the right to move a vendor for any reason.

Return your executed Vendor Packet and fees to:

**Columbus Day Committee
40 Mill Road
Eastchester, NY 10709**

Checks/Money Order must be payable to: TOWN OF EASTCHESTER

Please contact Karen Gizzo Campanile with any questions or concerns:

via email: EBTColumbusDay@aol.com

via phone: 914-906-6469 - Karen