

Pleasant Valley Day Vendor Application

One Day Event ~ Saturday, October 5th, 2024

Time ~ 10am – 10:00pm

Rain Date ~ Sunday, October 6th, 2024

The following information is required when applying for space.

The ground rules, terms, conditions, and dates shown must be fully adhered to for approval.

You are not a confirmed vendor until approved by the Pleasant Valley Day Committee and have received confirmation from the committee and all documents, permits, and payment have been received.

Pleasant Valley Day Committee reserves the right to approve or deny any applicant.

- Set up ~ Friday 4pm to 6:00pm and/or Saturday 7:00am to 9:00am
- Event Opens Saturday 10:00am-10:00pm
- All Vendors must remain open for the entire Event,

\$100.00 Refundable fee will be collected at time of application and reimbursed to the vendors at completion of the Event and contract.

- Vendors are asked to set up and be ready for customers minimum 1 hour before the start time.
- Vehicles should be removed 1 hour prior to the start time; vendor lot is provided.

Food Vendors

- Food vendors must obtain their own Temporary Food Permit from the Dutchess County Health Department and a Pleasant Valley Peddlers Permit from Town Hall and Certificate of Insurance.
- The Pleasant Valley Day Committee shall be held harmless in all matters related to this venue.

See related guidelines.

All food permits must be visibly displayed. No vendor will be allowed to sell any food item that is not covered by a DCHD permit.

- Please be sure to read and understand all aspects of the Food Handling Guidelines, especially proper food temperatures for both preparation, transport and storage, hair control (Hat or net)

hand covering (Food handler gloves), and cleaning procedures (10% Chlorine Bleach or commercial product, easily accessible per DCHD).

- Please note that any food which is not prepared at the venue, and is prepared off site, must be prepared from an established, Board of Health approved facility and transported to the venue in an approved manner.
- Lead time on permits can be very long. Time is of the essence. It is strongly suggested the application for a permit be submitted to the DCHD at least six (6) weeks prior to the first day of the venue. All vendors are expected to maintain their booth space in a neat and safe manner. Vendors must supply their own trash receptacles for use inside their booth space. All trash must be placed in heavy duty trash bags prior to collection. Gray water is to be disposed of in the disposal tank provided by the committee. First-Aid and Bee sting kits are encouraged. Please bring an appropriate fire extinguisher if your booth requires it.
 - Vendors must remove all trash after dismantling their booth. Grass areas are to be raked and asphalt areas are to be swept clean.
 - Only single phase 120 VAC or 240 VAC electrical power is available at the venue. 240 VAC drops are limited. Vendors must supply their own extension cords. Cords for use on 120 VAC must be 3 wire with a minimum of 12 AWG. Ground pins must be intact and functional. Vendors must supply their own lighting.
 - *Vendors may not sell/solicit or advertise ANY materials that are discriminatory or have religious rhetoric. Political messages on merchandise must be non discriminatory and appropriate for all. Remember, this is a COMMUNITY event and all people should feel welcome and safe.*
- While security will be provided at the venue throughout the day and overnight on Friday, each vendor is responsible for any damage, breakage, loss or theft of any item in their booth. The organizations shown above shall be held harmless in all such matters related to the venue.

***** *Vendor Fees are nonrefundable******

- Vendor applications **MUST BE MAILED** and **INCLUDE:**

Full Application, Application fees and a copy of Peddlers Permit from Town Hall .

All must be received together on or before the 15th of September 2024.

*Late Applications after the 1st of October are subject to an increased Vendor Fee by \$50.00.

Please note that vendor fee checks are to show the payee as "Pleasant Valley Days Committee"

No Applications will be accepted at the PV Town Hall, Thank you.

PLEASANT VALLEY DAY COMMITTEE

Pleasant Valley Day Event!

VENDOR APPLICATION

ONE DAY EVENT DATE ~ Saturday, October 5th, 2024

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PLEASE PRINT

Vendor Name: _____

Address Street/Box: _____

City/State/Zip: _____

Contact person(s): _____

Cell Number:(_____) _____ - _____

Email: _____

Product(s) / Service(s) sold. Be very specific:

Permits needed:

_____ Town of Pleasant Valley Peddlers Permit (All Vendors selling for Profit, please see Town Clerk at Pleasant Valley Town Hall for application and info)

_____ Board of Health Approval

_____ Liability Insurance (All Vendors)

(Please Check One)

Tent Space:

_____ Will provide own tent which is a maximum of 10' x 10' and is fire retardant.

ALL 4 Legs of the tent must be staked or weighted. Space is limited.

_____ Will be using a food truck. Please state size of space needed when fully operational:

_____ Do not require tent space. Do require setup space up to a maximum of 10' x 10' for operations.

If more space is required, please contact: PVweekend@yahoo.com.

There may be an additional fee for larger space.

Electric Needed:

Self Powered by Generator

Need Electrical Power: (Circle) 120 or 240 VAC; 3 or 4 wire

Total Amperage _____ and Total wattage _____ load for operation.

Please Circle and tell us how many of each you will have at the event.

If item is not listed, please indicate here: _____

Deep Fryer Refrigerator Oven Frying pan Freezer Coffee Maker Slicer Toaster Can Opener
Cash register Computer General Lighting Air Conditioner Cooling fans Heat lights Microwave

Water, Potable:

Required

Will bring own water.

LP Gas: Must supply own tanks, maximum of 100# per tank. All tanks must be firmly anchored, as not to be able to be knocked over, to a driven stake or to the outfield fencing, NOT to the tent posts.

Please Check all that apply:

Non-Profit Making a profit on site	\$40.00	\$60.00	
Commercial Making a profit on site	\$100.00	\$120.00	
At Home Food Vendors (All BOH approvals required)	\$25.00	\$45.00	
*REFUNDABLE DEPOSIT VENDORS Full day Guarantee			*\$100.00

All forms must be submitted with payment no later than Sunday Sept 15th , 2024.

Any applications received after are subject to a \$50.00 increase for Vendor Space.

By signing below, the Vendor described agrees to the ground rules, terms, conditions, and dates as presented on pages one (1) and two (2) as detailed above.

Signature of legally authorized person to represent the Vendor as described above:

Name (Print): _____ Title: _____

Signature _____ Date: _____

Once background check information is submitted to the Town of Pleasant Valley, Town Clerk

1554 Main St Pleasant Valley NY 12569.

Send vendor forms and payment to:

Pleasant Valley Day Committee

Food Vendor

P.O. Box #92

Pleasant Valley, NY 12569

Any Questions Please contact us at:

PVweekend@yahoo.com

No Pleasant Valley Day Applications will be accepted at the PV Town Hall, Thank You.

Pleasant Valley Day Committee