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| Shawyn Patterson-Howard  MAYOR  Sylvia Gadson  COMMISSIONER  Friends of Mount Vernon Arts, Recreation & Youth Programs (FMVARYP)  1 Roosevelt Square, Rm 11  Mount Vernon, NY 10550 (914-665-2871)  **Saturday, August 27th**  **Rain date Sunday, August 28th, 2022** |  |

# Mount Vernon “CityFest” Vendor Application

## Information

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| Full Name: |  | |  |  | Date: |  |
|  | First | | Last | M.I. |  |  |
| Company Name: | |  | | | | |

Website/Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Address: |  |  |
|  | Street Address | Apartment/Unit # |

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|  |  |  |  |
|  | City | State | ZIP Code |

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| Phone: |  | Email |  |

Applications will be denied if vendors fail to use correct name, address, and telephone number.

## Legacy Vendor: Yes No Not for Profit (Discounts Apply)

## DISCLAIMER: Mount Vernon CITYFEST reserves the right to determine the eligibility of all materials, and at their discretion, remove any objectionable materials or items deemed unfit for sale at this event. Only vendors

## displaying Mount Vernon CITYFEST identification will be permitted to distribute and/or sell products at CITYFEST. Official identification must be displayed and produced upon request by Mount Vernon CITYFEST security personnel or the Mount Vernon Police Department. Any exhibitors/vendors setting up in non-designated areas will be subject to removal from the site.

## Space Choices and Non-Refundable Fees:

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| EARLY BIRD RATES  Expire June 15, 2022 $100 additional fee is required after June 15, 2022  **FINE ARTS, & MERCHANDISE**  ***Vendors Must Bring Their Own Tents, Chairs, and Tables. None Will Be Provided***  10’ x 10’ -- $110.00 (Original Art, Fine Art, and Antiques)  10’ x 10’ -- $110.00 (Merchandise)  **FOOD & BEVERAGE VENDORS (Space is LIMITED)**  ***ALL food vendors must have valid food establishment permit issued by Westchester County Department of Health. No Electricity will be Provided***  10’ x 10’ - $300.00 (No Exceptions) (Cooked Food)  10’ x 5’ - $150.00-- Baked Goods (Properly Packaged)  10’ x 5’ - $150.00—Beverages (Mixed Drinks, Juices, Milkshakes, Water etc.) (\*NO Food)  10’ x 20’ - $500.00 (Add $75 for 10 x 30) Food Trucks (Will need size of food truck)  **ATTENTION**: All food and beverage vendors are required to have a valid food establishment permit. You may obtain a temporary permit (cost $85) from Westchester County Department of Health, 25 Moore Avenue, Mount Kisco, NY 10549  Phone: (914) 864-7330 Website:  Vendor Registration packages including rules & regulations are included in this package. Please be certain to familiarize yourself with this information. All vendors are required to provide tables, chairs & any equipment they need. Electricity will not be provided for displays, etc. Mount Vernon CITYFEST 2022 Vendor Rules  1. NO SELLING OF ALCOHOL BEVERAGES OR TOBACCO OR CANNIBUS PRODUCTS (NO EXCEPTIONS). The City of Mount Vernon reserves the right to shut down any vendor not adhering to this rule. NO REFUNDS. 2. Vendors must use plastic garbage bag. Garbage bags must be tied and left at curb. 3. Vendors must clean their area and remove all equipment (i.e., tents, booths, chairs etc.) at the end   of the festival.   1. Vendors paying for one (1) space must use one (1) space. 2. The City of Mount Vernon will not be responsible for any property left unattended before, after or during the festival. 3. Vendor set up is between the hours of 9:00AM – 11:30AM, after which all vendors will be required to walk their wares to their vendor space. 4. Smoking is PROHIBITED in the festival area  TO ALL FOOD VENDORS You must have a valid food service permit. If you are an existing food establishment, a copy of your permit must be submitted with application. All others must obtain a temporary food service permit prior to the event date. The information is listed on this page of this application. A temporary food service permit application may be obtained in the Recreation Department, or you may contact the Westchester County Department of Health. Food Vendors Set Up Rules *If you do not have a permit to handle food, you must obtain a TEMPORARY FOOD SERVICE*  *PERMIT from the Department of Health, 25 Moore Avenue, Mount Kisco, NY 10549.*   1. All food must be handled with gloves while wearing a mask. 2. Hands must be washed after using restrooms   3) Food vendors using oil must bring cardboard boxes or other oil absorbing materials to line the  street in the cooking area. Failure to do so may result in closing of the booth.  4) Food being cooked on grills MUST CONTROL EXCESSIVE SMOKE coming  from your grill  5) If using propane fired barbecues, you must have one (1) UL approved fire extinguisher with a  Rating of 2A40BC or larger.   Vendor Acknowledgement ***Vendors failing to follow the above rules will be issued a summons by City of Mount Vernon authorized agents. The City reserves the right to remove any vendor for illegal actions or rule violations***   I acknowledge the above requirements and understand that a violation of Mount Vernon CityFest rules & regulations (which I have reviewed) may result in my removal from the festival and any registration fees paid will be forfeited. I further understand that space assignments are determined by festival staff on a first come first served basis and are final.  Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \* Vendor placement will be determined on money order for full amount due.  **Do not send cash**. Receipt will be sent to you via mail/email.  **ABSOLUTELY NO REFUNDS- NO EXCEPTIONS**  Total Amount Enclosed $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Please make checks payable to**  **Friends of Mount Vernon Arts, Recreation & Youth Programs (FMVARYP)**  One Roosevelt Square, Room #11  Mount Vernon, New York 10550  Telephone: (914) 665-2871  Fax: (914) 665-2421  Cityfest@cmvny.com |  |  |  |  |  |