

THE COVERT AVENUE STREET FAIR • SAT, OCTOBER 15, 2022 (No Rain Date)

INTRODUCTION

Dear Participating Vendor:

Thank you for inquiring about our event. This year the Covert Avenue Chamber of Commerce will be hosting its 26th Annual Street Fair. Well into its third decade, the Covert Avenue event is always a hugely anticipated event by the residents of its three surrounding villages — Floral Park, Stewart Manor and Garden City.

For your convenience, we have formed this cover page to fill you in on event information, policies, and general “rules of the road” to insure a successful day for all parties involved.

A • LOCATION

- **VENUE:** Covert Avenue, Floral Park/Stewart Manor
From Tulip Avenue to Cisney Avenue
Just North of Sewanhaka High School

B • SHOW HOURS (plus CHECK-IN & DEPARTURE)

- **SHOW START TIME:** 11:00 AM
- **SHOW END TIME:** 5:00 PM

- **CHECK-IN and SETUP:** 8:30 AM
- **LATEST CHECK-IN TIME:** 9:40 AM
Vendors arriving after this time will have to cart their items to their spot from their parking spot, or outside the perimeter of the fair.
- **ALL VEHICLES OFF FAIR GROUNDS BY:** 10:00 AM

- **BREAKDOWN START TIME:** 5:00 PM
You may begin packing before 5:00 PM. However, vehicles will not be allowed to enter the fair space until 5
- **VEHICLE ENTRY:** 5:30 PM
An earlier vehicle entry time may be possible, but that decision will be made on-site at the discretion of the host organization.
- **DEPARTURE TIME:** Must be off site by 7:00 PM

C • THREATENING FORECASTS...

THREATENING WEATHER? TUNE INTO OUR FACEBOOK PAGE :
Visit www.facebook.com/lifairs for forecast updates.

D • VENDOR LAYOUT & POSITIONING

HOW WE GO ABOUT THIS: LIFairs exercises many considerations regarding vendor placement. We take steps to avoid placing vendors with identical or similar merchandise next to each other. It is a painstaking process, but we make it a part of our overall efforts to maximize the potential success for our participating vendors.

Positioning is determined based on the following:

- **FIRST COME, FIRST SERVE:** Applications are time-stamped based on postmarks or credit card processing dates.
- **GENERATOR USAGE:** Generator usage will impact positioning due to noise and exhaust fumes. We will position in a manner that has the least impact on other vendors and the public.
- **SUNSHINE & HEAT:** We will try our best to accommodate vendors who are impacted by sun or heat by trying to secure shaded spots or position them facing north..
- **REQUESTS:** We try our best to honor requests, but not all requests are honored.
- **RETURNING VENDORS:** We respect vendors who return year after year. However, spot numbers can change as event layouts are adjusted. If you wish to return to a previous year's position, please note it on your application and we will try to honor it.

E • BOOTH POLICIES

■ CLEANLINESS

VENDORS MUST CLEAN UP THEIR SPACES:

You are responsible to make sure your space is clean before departing. To assist you with this, the Chamber of Commerce is placing trash receptacles (lined boxes) throughout the fair for attendees to deposit their garbage. Please take advantage of these boxes at the end of the day to deposit any garbage you may have accumulated during your stay. **DO NOT EXPLOIT THIS.**

IF YOU HAVE A LOT OF GARBAGE, including empty boxes and more, you are expected to arrive with a garbage bag(s) for the large amount of garbage you have and take it to the designated garbage collection point (ask a yellow-vested vendor for the location). **DO NOT OVERFLOW THE BOXES.**

■ TENT WEIGHTS

VENDORS MUST BE EQUIPPED WITH TENT WEIGHTS IF WEATHER CONDITIONS DEMAND IT.

For the safety of you, your neighboring vendors, attendees and your merchandise, you need to have weights to hold down your tent in the event of wind.

■ TASTINGS & SAMPLING

IT'S UP TO VENDORS TO KNOW THE HEALTH DEPARTMENT RULES & GUIDELINES ON TASTING & SAMPLING

County Health Department inspectors visit every one of our fairs. If an inspector visits your booth and instructs you to put away your samples or tells you to stop selling, you will not be issued a refund. It is your business to know your business.

■ EARLY DEPARTURES & NO-SHOWS

VENDORS ARE EXPECTED TO ATTEND THE EVENT and STAY FOR THE DURATION OF THE EVENT

The appearance of the fair impacts our event. Vacant spots are eyesores and communicate a poor image of the event to attendees. We strive for continuity of vendors booths and a feeling of completeness.

- **EARLY DEPARTURES:** Vendors are discouraged from departing early. Early departers must cart their materials to their parked vehicles off the fair grounds. If you still plan to depart early, you must inform organizers before the event.
- **NO SHOWS:** If you are not going to show up, you need to notify the organizer that you will not be attending so that we may amend the layout.

F • REFUND POLICY

- **RAIN DATES OFFERED FOR MOST SHOWS.** Rain dates are executed when unforeseen circumstances (most often weather) force a postponement of initial show date.
- **REFUNDS:** Withdrawal must be minimum 10 days before an event.
- **CREDITS...** Withdrawals must be minimum 5 days before an event.
- **NO REFUNDS** within three days of an event, after an event, or when a rain date is executed.

2022 VENDOR APPLICATION

THE COVERT AVENUE CHAMBER OF COMMERCE STREET FAIR • SATURDAY, OCTOBER 15, 2022 • No Rain Date

STEP 1 • REGISTRANT INFORMATION

BUSINESS NAME

PHONE NUMBER

ADDRESS

CELL PHONE NUMBER

CITY, STATE, ZIP CODE

EMAIL ADDRESS

CONTACT PERSON

REPRESENTATIVE AT SHOW (If Different Than Contact)

CELL PHONE NUMBER

STEP 2 • VENDOR IDENTIFICATION... WHICH ONE ARE YOU?

CRAFTERS & ARTISANS (Handmade):..... \$140.00

MERCHANDISE: 10'x 10' Space..... \$140.00

FOOD VENDORS: Requires Different Application •

■ BUSINESSES:

COMMUNITY STOREFRONT: \$140.00

Brick & mortar business operating within the zip code of the event

VISTING STOREFRONT: \$195.00

Brick & mortar business operating outside the zip code of the event

NON-STOREFRONT BUSINESS: \$195.00

BRAND-BASED businesses with no street-level storefront

Eligible for sponsorship opportunity. Deadlines apply.

■ ORGANIZATIONS:

COMMUNITY ORGANIZATION:.....

Participation is subject to consideration and approval of host organization

NON-PROFIT:

Participation is subject to consideration and approval of host organization

■ GOVERNMENT:

GOVERNMENT OFFICE:..... No Charge

CANDIDATE FOR OFFICE:..... \$140.00

STEP 3 • YOUR BOOTH ACTIVITIES...

VENDORS ARE RESPONSIBLE for their own TENTS, TABLES & CHAIRS. Please provide answers to the following questions to avoid potential conflicts...

■ **What Will You Be Selling or Promoting?**

■ **Will You Give Anything Away for Free?** Y N

IF YES, PLEASE INDICATE WHAT HERE:

■ **Do You Plan to Offer Food as Promotion?** Y N

■ **Do You Plan to Offer Food as Promotion?** Y N

■ **Are You Using Kids Entertainment?** Y N

IF YES, PLEASE INDICATE WHAT HERE:

■ **Are You Using a Generator?** Y N

STEP 4 • HOLD HARMLESS AGREEMENT

All vendors are required to complete the following agreement for insurance purposes.

A contract without this signature is not deemed complete and will not reserve your space (even if payment is included).

We/I agree to protect, indemnify and save and keep harmless the Covert Avenue Chamber of Commerce, the Village of Floral Park, the Village of Stewart Manor, Nassau County and MOD Media against/from any accident or other occurrence on or about said premises, causing injury to any person or property whomsoever and whatsoever and will protect, indemnify and save and keep harmless the above-mentioned parties from any and all claim, costs or expenses arising out of our use of the aforesaid premises.

By: _____

Date: _____

STEP 5 • PAYMENT

■ **MAKE CHECKS PAYABLE TO:**

■ **SEND CHECK & APP TO:**

FOR OFFICE USE ONLY

NC NP PD • CK CC PRC

CCN: _____

ED: _____ CVC: _____ ZC: _____