

*Town of DeWitt Parks & Recreation
5400 Butternut Drive, East Syracuse, NY 13057
(315) 446-9250 x 9*

VENDOR INFORMATION

EVENT: 48th Annual Canal Day
WHEN: Saturday, August 6, 2016, 12:00 – 10:00pm
VENDOR TIME: **12:00-5:00pm: Booth must be staffed at all times.**
WHERE: Ryder Park, 5400 Butternut Dr, E. Syracuse, 13057
BOOTH FEE: \$10
PAYMENT: \$10 Cash or Check made payable to the *Town of DeWitt*

APPLICATION & FEES Due by: Friday, July 1, 2016

GENERAL INFORMATION

- Booth Space – 12’x12’
- Outdoor Event - **Rain or Shine**
- Vendor must provide all items required for their booth including a tent, tables, and chairs.
- Weather conditions may dictate that you make special provisions. Tents and/or tarps are recommended for shade or rain protection.
- No electricity available
- Water/restrooms on site
- Food/beverage concessions on site
- Booth fee waived for not-for-profit groups. Proof of non-profit status may be required.
- Vehicles **MUST** be moved to the designated parking area immediately after unloading.
- Vehicles are **NOT** allowed to remain in Ryder Park during Canal Day.
- Interested vendors should return completed Application Form and application fee of \$10 to:

**DeWitt Recreation Department
5400 Butternut Drive
East Syracuse, NY 13057**

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2016 VENDOR APPLICATION

The undersigned hereby applies for booth space at **Canal Day**. The booth fee of **\$10** is enclosed. It is understood that in consideration of the above payment, the undersigned will be permitted to exhibit articles for sale or free informational materials and/or promotional items subject to the following conditions:

1. The undersigned agrees to release the Town of DeWitt from any loss or damages due to fire, theft, breakage from inclement weather or other cause, and all liability for injury during the duration of the festival or the use of the space provided.
2. The undersigned agrees to be liable for any damage to the facility caused by the exhibit.
3. All booths should be staffed during the hours of 12:00-5:00pm and vehicles will be moved to the designated parking area.
4. If this agreement is terminated for any reason by the undersigned after Friday, July 8, 2016, the Town of DeWitt will retain the booth fee as liquidation and not as a penalty.
5. This agreement is **NOT TRANSFERABLE** for any reason.
6. Application must be received by **July 1st**.
7. Booth rental fee is **\$10** per 12' x 12' space. Make checks payable to **Town of DeWitt**.

DATE:	Saturday, August 6	12:00 – 5:00pm
SET-UP TIME:	Saturday, August 6	9:00 – 11:00am

Applicant Name _____

Applicant Signature _____ Date _____

Vendor/Group Name _____
(Print name as it should appear in the program/brochure)

Street Address _____

City _____ State _____ Zip _____

Cell Phone _____ Home Phone _____

Vehicle Make _____ Model _____ License Plate # _____

E-mail _____

Website _____

Description of Product(s) _____
