

15th Annual
HICKSVILLE SUMMER STREET FAIR
 Sunday- June 4th, 2017

VENDOR BOOTH RESERVATION APPLICATION

BOOTH FEES

HICKSVILLE CHAMBER MEMBER (1 space limit at this rate)			
<input type="checkbox"/>	Vendor Booth – (Profit AND Non Profit Street Only)	\$ 50.00	ONE ONLY
<input type="checkbox"/>	Food Vendor (if selling) – On Street/In Lots Only	\$100.00	ONE ONLY
NON HICKSVILLE CHAMBER MEMBER			# Spots
<input type="checkbox"/>	Vendor Booth – Non Food on Street/In Lots	\$100.00	_____
<input type="checkbox"/>	Food Vendor – On Street/In Lot Only	\$175.00	_____
	<ul style="list-style-type: none"> • Is your unit a <input type="checkbox"/> Mobile Unit <input type="checkbox"/> Trailer - WE MUST HAVE THIS INFORMATION!!!! • Nassau County Health Dept. Permit #: _____ Expiration Date: _____ 		
*You are not confirmed without supplying this permit information and we will need to go to the next vendor waiting.			
Optional Additional Items			
<input type="checkbox"/>	6 Foot Table	_____	_____
<input type="checkbox"/>	Folding Chair	_____	_____
If table and chairs are reserved, you must pick them up at the Chamber booth and bring them to your spot on your own. You must also return them at the end of the day.			

Name of Business: _____ Contact Person: _____
 Address: _____ City _____ State _____ Zip _____
 Telephone: _____ Fax: _____ Email _____
 ~ Description and Prices of Items to be sold ~

If more than one booth, would you like them Together Separate *Are you requesting a Corner Spot* Yes No

I/We, the undersigned, representing the business, organization or individual indicated, agree to abide by stated rules. I/We further agree to indemnify and hold harmless the Hicksville Chamber of Commerce, its officers, directors, agents, employees, volunteers and persons acting in their behalf, Town of Oyster Bay & County of Nassau from and against any and all claims by representatives of the business, organization, or individual, including their customers, and from and against all costs, counsel fees, expenses and liabilities incurred in connection with any such claim, action or proceeding brought there from.

Business/Individual Name _____ Signed: _____ Date: _____

Payment Type:	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> DISC	<input type="checkbox"/> Check	<input type="checkbox"/> Cash (in person only)
Account #:	_____			Name on Card:	_____	
Address:	_____					
Expiration Date:	_____			Total Due:	_____	

BOOTH IS NOT CONFIRMED UNTIL PAID IN FULL. Applications can be mailed, faxed (if paying by credit card), dropped or mailed to
Hicksville Chamber of Commerce, P. O. Box 7, Hicksville, NY 11802
Or Register online at www.HicksvilleChamber.com
Tel: (516) 931-7170 Email: Info@HicksvilleChamber.com
Please contact the Chamber of Commerce office with any questions.

FOR OFFICE USE ONLY: Application Received On: _____ Total Payment: _____ Check No. _____	
<input type="checkbox"/> Returning Vendor <input type="checkbox"/> Chamber Member <input type="checkbox"/> Logged in System _____	<input type="checkbox"/> Booth Number Assigned: _____

HICKSVILLE STREET FAIR RULES, REGULATIONS AND FREQUENTLY ASKED QUESTIONS

Please read, changes have been made from previous years

- **About the Hicksville Fall Fair:** Created at the request of the community as a second fair in addition to our, now in its 14th year, Hicksville Summer Street Fair which continues to grow in attendance, sponsorship, vendor and local business participation. The fair is marketed to the entire community, who enjoy a day shopping and great food from vendors with family style entertainment rides and giveaways. The fair is promoted and advertised heavily via use of street banners, media event listing sites, web ads and social networking sites. There is no admission to the fair for families. The fair runs up Jerusalem Ave from Herzog Place (1/4 mile North of Old Country Rd) into the East and West lots of the Long Island Railroad Hicksville Station, and continues up Jerusalem Ave where it ends at the intersection of West John Street and Broadway (Route 107). The fair is visible from Broadway (Route 107), the main thoroughfare through this major hub of Long Island that sees over 40,000 cars per day.
 - **Booth Spaces:** Each booth space is 10x10 in size. Only corner booth will guarantee access from more than one side of your booth. All vendors and participants are required to provide their own set-up, including table, chairs, coverings and tent. A fair map is available for vendors to choose a first and second booth location preference from. Chamber members receive a discounted rate, but are limited to one space at this rate. If additional spaces are desired, the regular vendor rate will apply to any booths over the first one. At this time, only street and lot spots are available.
 - **Space Preference:** Preference on spots will be given in this order up until 05/01; Sponsors, Chamber Members, Returning Vendors, New Vendors.. After which, spaces will be assigned on a first come/first serve basis. All attempts will be made to honor requests regardless of status, and vendor will be notified whether their request was honored no later than 5/15 assuming they have registered and paid at that time.
 - **Refunds/Cancellations:** Refunds, less a \$25 fee, will only be given for cancellations made prior to 05/21/17. After which, no refunds will be given. Should the fair be rained out, vendors will receive a partial credit to our next fair. Credit will be determined by the Board of Directors of the Hicksville Chamber of Commerce.
 - **Selling or Distributing Food/Water/Soda:** *Only Food Vendors are permitted to sell or distribute any food, water or soda.* All food and drink concessions accompanying such a function are, by definition, Temporary Food Service Establishments. As such, they are governed by the regulations of Sub-part 14-2, New York State Sanitary Code, and are required to obtain and display a valid food establishment permit issued by the Nassau County Department of Health. Non-profit religious and charitable organizations are exempt from the fee for self-operated concessions but not from the requirement for a food establishment permit. It is the vendors' responsibility to ensure that they are properly licensed with the Nassau County Health Department at least three (3) business days prior to the scheduled opening of the event. Any establishment failing to obtain a valid food establishment permit will be enjoined from operating at the event. Concessionaires who apply for food permits must pay a fee based on the types of food sold and the duration of the event. Should any food vendor be removed from the fair due to improper permits, the booth fee will be forfeited and no refunds will be issued. If you have any questions, please contact the Nassau County Health Department at 516-227-9717.
 - **Special Requests:** Any special requests or needs MUST accompany your application. i.e. handicapped accessibility, distance from music, proximity to children's rides, distance from food, etc. It is very difficult to accommodate these requests at the time of your arrival and we most likely will not be able to do so at that time. Restrooms are located near booth spot locations #2 and #16 and are handicapped accessible.
 - **Set-Up/Break Down:**
SET-UP ~ Set up is on 6/04/16. Please arrive **no earlier** than 8AM and check in under the overpass of the Long Island Railroad on Jerusalem Avenue. It is highly recommended that you park your vehicle just outside the fairgrounds and walk to the check in. Street Fair staff will be at the entrances wearing event T-Shirts, and will point you to the best entrance for your location and to its closest parking area. All vehicles will need to be clear of the fair area no later than 9:30AM. **BREAK-DOWN** ~ The fair ends at 6PM, ABSOLUTELY NO VEHICLE IS PERMITTED ON THE FAIRGROUNDS UNTIL AFTER THAT TIME! NO EXCEPTIONS! If a vendor needs to leave the fair **for any reason** prior to 4PM, they will be required to carry their items from their space to where their vehicle is parked. Vendors are requested to immediately begin breaking down their booth at the conclusion of the event as the streets being utilized will need to be re-opened as soon as possible. These rules are in place to ensure the safety of the attendees on the day of the event, and will be strictly enforced. Vendors and exhibitors are responsible for leaving a clean area when they exit the fair. Trash cans are located throughout the fair and a dumpster is on premises.
 - **Vendor Exclusivity:** No vendor has product or item exclusivity. Please make sure you are very specific about what merchandise you sell, so every attempt can be made to distance you from a like vendor.
- Parking:** For vendors in the lots that find space to park their vehicles off to the side of their spot or under the trestle, please be aware that this is still considered fairgrounds area and you are not permitted to attempt to remove your vehicle during the fair. Once your vehicle is parked, it will need to stay there. NO EXCEPTIONS. Parking is available outside the fairgrounds on the side streets, and in the west lot at the boundary of the fair. **Note: There is NO PARKING permitted in the Empire Diner parking lot.**