

June 2016

Sunday, September 18 2016 is officially "Ardsley Day", a day of celebration throughout our village.

We would like to invite you to participate with other vendors in our celebration. During the afternoon, from 12:00pm to 5:00pm, Center Street will be closed allowing for adults, teens and children to visit the participating vendors, enjoy sample tastings and goods from our local merchants, and participate in a broad range of activities planned for the downtown area. Live music throughout the day will round out the festivities.

The village joins forces with the School District, PTA, Little League, Police and Fire Departments and other local organizations to promote Ardsley Day. There will be flyers, posters and advertising in the local paper to alert the community of the planned events.

The Village welcomes vendors to participate simply by completing the attached Vendor Application and submitting it with payment. Details regarding participation are on the application form.

Please contact **Kanan Chheda (240-353-2626 or kjchheda@yahoo.com)** with any questions in regards to participation in Ardsley Day. Your presence will help to make this an enjoyable and successful community event.

Regards,

Kanan Chheda
(Ardsley Day Committee)

2016 Ardsley Day Vendor Application

Sunday, September 18, 2016, from 12pm to 5pm
(set up begins at 10:30am)

Ardsley Resident Fee \$40 / Non-Resident Fee \$60
All fees are non-refundable unless the event is cancelled.

Make checks payable to the Village of Ardsley

Please complete this form and mail with appropriate payment to:

Village Hall, Attn: Dipika Patel – Ardsley Day, 507 Ashford Ave., Ardsley, NY 10502

(Please Print)

Vendor Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Please describe the activity of your booth, including content and products that you will be selling to help the Ardsley Day Committee avoid any conflicts and designate a space for you:

If there are any special considerations or questions regarding your booth/space, beyond what is written below in the guidelines, please contact Kanan Chheda (240-353-2626 or kjchheda@yahoo.com).

Ardsley Day Guidelines - please retain for your records. By sending in a fee, vendors agree to the following participation guidelines:

- Vendor spaces are approximately 12' long in a spot designated by the Ardsley Day Committee.
- Vendor will occupy only the space assigned. The Village of Ardsley's sole obligation is to provide a designated space to the Vendor; moving from assigned spaces is not permitted without authorization.
- Please arrive between 10:30am and 11:30am, and set up prior to the 12 noon start time. Any Vendor arriving after 12:30pm will potentially be considered "unable to appear" and will forfeit their booth space with no refund. Vendor's inability to appear for any reason will not result in any refund.
- Parking for Vendors will be available in the nearby DeCicco's parking lot.
- Vendors must bring their own display equipment, including tables, and are responsible for delivery, handling, erection and removal of booth and materials. No electricity will be provided by the Village.
- Vendor is responsible for payment of NYS Sales Tax and must have a current NYS Sales Tax Number & Certificate.
- The Village has the right to prohibit conduct deemed inappropriate, and may remove a disruptive Vendor.
- In the event of cancellation due to weather, as determined by the Ardsley Day Committee, vendors will receive a full refund.
- By agreeing to participate in Ardsley Day, the Vendor agrees to indemnify, defend and hold harmless the Ardsley Chamber of Commerce, The Ardsley Day Committee, the Village of Ardsley, Ardsley Police Department and its members, officers, employees, agents and representatives for any personal injuries, property loss or damages suffered by any person as a result of the action of the Vendor.

