



HUDSON FLAG DAY PARADE, JUNE 9, 2018

Instruction Sheet for Vendor Application

APPLICATION INFORMATION:

- All applications must be completed **in their entirety**; applications not adequately completed will **NOT** be accepted.
- **Please keep a copy of your application for your records.**
- **Application deadline is May 12th.** Any application received after that date will be accepted *only* if space is available.
- Parade Date is June 9, 2018 ~ NO rain date is scheduled.
- You must indicate on your application if you will need electric (we offer 110 volt only). Any vendor requiring 20 amps or 220 volt service must provide their own electric. For more information, please contact the event person assigned to your location.
- The display or distribution of Political Propaganda **IS PROHIBITED** – If this rule is violated you may be asked to leave.

Mail completed applications along with the appropriate fee to:

Hudson Flag Day Parade, Inc. / Vendor App
PO Box 793 ~ Hudson, NY 12534

ALL VENDORS MUST:

1. Obtain a Certificate of Insurance naming the City of Hudson and the Hudson Flag Day Parade as additional insured.
2. Obtain a Permit from the CC Dept. of Health (if serving food or drink) that must be displayed in plain sight for everyone to see.
To contact the Col. Cty. Dept. of Health, call (518) 828-3358.

All vendors must submit a copy of the above NO LATER THAN JUNE 1, 2018. Failure to submit these items will VOID your application.

7th Street Park Food & Merchandise Vendor Application Information:

- The Park will open at 8 AM for setting up. There will be a spotter to show you where to set up.
- Operating times at the 7th St. Park will be allowed throughout the day. However, for those who wish to only operate until parade time (parade steps off at 2 PM), you must plan to breakdown and exit the area by 1 PM. After that time the streets will be closed for the parade.
- Each space will measure 8' x 3'; if additional space is needed, there is an additional charge. Tables are NOT provided.

7th Street Park Food Vendors Only

7th Street Park Food Vendor Fee is \$50 per Space (each additional space is \$25)

Spaces are 8' x 3'; we DO NOT provide tables

If you have questions, your event contact person is:

Christine Grossman (518) 821-0816 OR email chet6377@gmail.com

7th Street Park Merchandise Vendors Only

7th Street Park Merchandise Vendor Fee is \$25 per Space (each additional space is \$15)

Spaces are 8' x 3'; we DO NOT provide tables

If you have questions, your event contact person is:

Christine Grossman (518) 821-0816 OR email chet6377@gmail.com

Waterfront Park Food & Merchandise Vendor Application Information:

- Set up will be allowed on both Friday, June 8 from Noon – 5 PM and on Saturday, June 9 from 8 AM – 1 PM
You MUST check in with the spotter that is there and he/she will show you where to set up
- Operating times at the Waterfront Park are 11 AM – 10 PM. Events will start at 10:00 AM and will continue throughout the day. The parade (which steps off at 2 PM and will last approximately 2 hours) will be followed by entertainment and conclude with a fireworks display which is scheduled to begin at dusk (usually around 9:15 PM).
- Each space will measure 15' X 20' and vendors are limited to one (1) space only. Tables are NOT provided.

Waterfront Park Food & Merchandise Vendors Only

Waterfront Park **Food** Vendor Fee is \$ 200 per 15' X 20' Space

Waterfront Park **Merchandise** Vendor Fee is \$ 100 per 15' X 20' Space

Each vendor is limited to 1 space ~ We DO NOT supply tables

If you have questions, your event contact person is: William Mellan, Jr. (716) 392-6734 OR email billmellan69@gmail.com

KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS



HUDSON FLAG DAY PARADE, JUNE 9, 2018

Vendor Application

Application Deadline May 12, 2018

2018

Applications received after this date will only be accepted if space is available!

Name of Applicant _____		DBA / Business Name _____		Date _____	
Address _____		City _____		State _____ ZIP _____	
Contact Person (Please name only ONE) _____		Phone _____		email _____	

Vendor Application Type (CHOOSE ONLY ONE TYPE):

If you desire to provide services at more than one location you must submit SEPARATE applications.

7th Street Park Food Vendor

Number of Spaces Required (8' x 3'): 1st Space @ \$50.00 Additional Spaces @ \$25.00 ea _____

~ OR ~

7th Street Park Merchandise Vendor

Number of Spaces Required (8' x 3'): 1st Space @ \$25.00 Additional Spaces @ \$15.00 ea _____

~ OR ~

Waterfront Park Food Vendor

15' X 20' Space Fee: \$200.00 NO ADDITIONAL SPACES

~ OR ~

Waterfront Park Merchandise Vendor

15' X 20' Space Fee: \$100.00 NO ADDITIONAL SPACES

ALL VENDORS MUST:

- 1) Obtain a Certificate of Insurance naming the City of Hudson and the Hudson Flag Day Parade as additional insured
- 2) Obtain a Permit from the CC Dept. of Health (FOOD VENDORS ONLY) that must be displayed in plain sight for everyone to see

All vendors must submit a copy of the above NO LATER THAN JUNE 1, 2018. Failure to submit these items will VOID your application.

Will you need Electric (110 volt Only)? YES NO

- Any vendor using electric must provide their own extension cords. It is recommended to have at least a 6 foot extension cord with ground.
- Any vendor who needs 20 amp or 220 volt service will have to provide their own electric. Please contact your event contact listed on the instruction page for more information.

Please specify the goods, foods, beverages, and/or merchandise that you wish to sell, or the service(s) you desire to perform:

Do you have a special request? YES NO If YES, Please indicate your request, i.e. you require handicap access, etc:

Please indicate the total amount included with your application:
Please make all checks payable to "Hudson Flag Day Parade, Inc." \$ _____

Signature of Applicant _____ Title _____ Date _____