



Wartburg's Fall Festival 2024 Vendor Application

- WHEN:** Fall Festival - **Saturday, September 28, 2024** – NOT TENTED *Rain date 9/29*
- TIME:** Open to the public 11 AM TO 4 PM
- WHERE:** Wartburg, One Wartburg Place, Mount Vernon, NY 10552
- SET-UP:** 8:30-10:30 AM – must be in place by 10:30 AM
- SPACE SIZE:** 10 feet wide, 10 feet deep – **NO TABLES OR CHAIRS PROVIDED**
- SPACE COST:** **\$50 for ONE space, \$100 Food Vendor; \$10 for electrical**
- PARKING:** Parking will be designated

Thank you for your interest in participating in Wartburg's Fall Festival. Please be sure to indicate any special requests, e.g. electrical needs or spacing, on the form. **Application must be received by September 1, 2024.**

2024 Wartburg Fall Festival Rules

- Festival managers reserve the right to audit all items on display and may request the removal of work or items which, in the sole judgment of the Festival managers, is deemed inappropriate or unacceptable. Failure to comply will result in the removal of an exhibitor from the Festival.
- All exhibits must be open for business during exhibit hours and no dismantling or packing may be started before the official close of the Festival.
- All vendors are responsible for their own NY Sales Tax number.
- Exhibitors may not share booth space with another exhibitor unless such a request is made in advance.
- Your total exhibit must fit in the 10'x'10' space. No displays will be allowed in aisles or walkways. Tables must be covered and all boxes and packing materials stored out of sight.
- Vendors are responsible for keeping their areas neat, clean and hazard-free.
- Booths must be manned by persons 18 or older. Children must be supervised at all times.
- All food and beverage vendors are required to have a valid food establishment permit. You may obtain a temporary permit (cost \$75) from Westchester County Department of Health, 25 Moore Avenue, Mt. Kisco, NY 10549.
p: (914) 864-7330 web: westchestergov.com/health.

REQUIRED

Vendor Name: _____ Contact Person: _____

Type of items for sale: _____

Phone Number: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Sign me up for September 28

No. of Spaces: _____

Electrical Needs

I understand that Wartburg is not responsible for loss, damage, or personal injury due to my participation at the Wartburg Fall Festival. I have read the 2024 Festival Rules and will comply with them.

Signature of Vendor

Mail Application and payment to:

Make Check payable to **Wartburg** or pay online using qr code

Wartburg Development & Marketing Office | One Wartburg Place | Mount Vernon, NY 10552-3810

For more information, please contact Rose Cappa Rotunno at 914.513.5179 or rcapparotunno@wartburg.org.

