

2017 Capital Region Buddy Walk Vendor Application

Saturday, October 14th, 2017

| 11:00 a.m. – 2:00 p.m. in Schenectady's Central Park

Please Check Type of Booth

Food Vendor

Exhibitor (commercial)

Craft Vendor

Non Profit* (education and resources)

Partner

**A detailed description of your educational/therapeutic resource is required for non-profit status or proof of non-profit status.*

Vendor Information

Business or Organization Name:

Primary Contact:

Mailing Address:

City/State/Zip

Phone (business and home):

Other phone (mobile and fax):

Email:

Website/URL:

NYS Sales Tax ID #

**Please provide a photograph or sketch of your setup including location of vending window so that we can optimize your placement.*

Vendor Booth Space (select appropriate booth)

Commercial Exhibitor/Craft Vendor/Partner (\$50)

Non-Profit (education and resources)/Food Vendor (Free)

Please list all items that will be sold and their prices (or attach a list/menu)*

**Committee reserves the right to disallow sales of any items. You will be contacted immediately if there is an issue with the items you will be selling (applications accepted on a first-first serve basis).*

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Terms for Application

- The non-refundable booth fee is due NO LATER than **10/11/17** (please see application for appropriate booth fee).
- Make checks payable to: **Center for Disability Services Foundation, Inc.** Down Syndrome Aim High Resource Center (DSAHRC) Buddy Walk, 22 Corporate Woods Blvd, 5th Floor, Albany, NY 12211.
- The DSAHRC will provide an insurance rider listing the city of Schenectady as additional insured.
- Food and craft vendors should have a copy of their valid NYS Sales Tax Certificate of Authority on the day of the Buddy Walk.
- Mail payment and application to: The DSAHRC Buddy Walk, 22 Corporate Woods Blvd, 5th Floor, Albany, NY 12211
- The committee will assign vendor location. The committee reserves the right to adjust booth placement prior to the event.
- In order to maximize business for each participating vendor, at this time, only one vendor will be permitted to sell a particular item (for example, only one hot dog vendor will be permitted). *Applications will be accepted on a first-come, first-serve basis.* Each application will be evaluated, and vendors will be contacted if adjustments need to be made. If in doubt, please call prior to submitting your application.
- The Buddy Walk Committee may, for publicity purposes, use any photographs/slides and information received or obtained.
- **All vendors, crafters, and educators are responsible for their own tents, chairs, clean water supply, generators, and for cleaning up their booth.**
- The DSAHRC cannot provide the above. Trash removal will be handled by the event organizers; however, participants are expected to place their trash in the dumpsters as well as maintain the cleanliness of their booth at all times.
- Vendors are strongly encouraged to recycle items whenever possible.
- **The event committee will be securing a blanket vendor permit from the City of Schenectady,** but vendors are solely responsible for securing any other permits necessary to operate within the City & County of Schenectady, including Dept. of Health permits.
- **Food Vendors:** You MUST apply for and secure a temporary food service permit from the Schenectady County Environmental Health Department (518-386-2818) before vending any food items within Schenectady County. A temporary food permit is valid for one event lasting 14 days or less and requires a \$75.00 fee. Please note that the Health Department may be present at the event to perform inspections.
- All vendors will **donate a portion of the day's proceeds** in support of the Buddy Walk.
- **Vendor Set –Up** is Saturday, October 14th at 9 a.m. All vendors must be set up by 10:45 a.m. **Vendor break-down** is 2 p.m. No vehicles may enter the vendor area until the Buddy Walk event closes at 2 p.m. All vendors must vacate the area at the conclusion of the Buddy Walk.
- Each vendor will park personal vehicles in the designated areas after setting up their booth.
- Booths must be attended at all times. Vendors will not be permitted to move from their assigned location during the Buddy Walk, nor will they be permitted to break down their booth until the end of the event (2 p.m.) Vendors must completely break down their booth at the end of the event.
- Vendor is solely reliable for equipment (installation, operation, and teardown), and any other personal property at the Buddy Walk.
- Vendor represents that he or she has insurance coverage for said items to cover loss due to vandalism, theft, or any other casualty. Loss due to fire, theft, damage, or injury is the sole responsibility of the exhibitor. It is specifically agreed that the Down Syndrome Aim High Resource Center shall be held harmless for any claim of theft, vandalism, casualty, or loss.
- Vendors are responsible for operating within any local, state, or federal guidelines or laws. **The vendor shall defend, indemnify, and hold harmless** the Down Syndrome Aim High Resource Center and the Center for Disability Services employees, and agents, from and against all claims, damages, losses, and expenses (including, without limitation, reasonable attorney's fees) arising out of, or in consequence of, any negligent or intentional act or omission of the Vendor and/or the Vendor's employees or agents, to the extent of the responsibility of the Vendor and/or the Vendor's employees or agents for such claims, damages, losses, and expenses.

Agreement and Signature	<i>By submitting this application, I accept all terms set forth in the enclosed Terms for Application.</i>
Name (print):	
Signature:	Date:

Mail completed form with payment by October 11th, 2017 and make checks payable to:

Center for Disability Services Foundation, Inc.
(In support of DSAHRC Buddy Walk)
22 Corporate Woods Blvd. 5th Floor
Albany, NY 12211