



1658 Lake Road, Hamlin, NY. 14464
Online: www.hamlinny.org

Email: recreation@hamlinny.org
(585)964-7222 FAX (585)964-9124

Dear Prospective Vendor,

We welcome your participation as a vendor in the upcoming Junk Jamboree and Vendor Fair. This is a day for the community to come together for a huge community garage sale! The Junk Jamboree and Vendor Fair will take place on Saturday, August 19th from 9am - 3pm on the Hamlin Town Hall grounds, 1658 Lake Road.

If you would like to participate as a vendor in the Jamboree, please review the enclosed event overview, rules, and regulations. Complete the application form and return it to the address listed. Please note that we have limited space available.

Vendor applications are due by July 31, 2017 with applicable vendor fee in order to be registered.

If you have questions or need additional information, please contact Hamlin Recreation at (585) 964-7222 or email recreation@hamlinny.org.

Thank you. We look forward to seeing you!
Sincerely,

Hamlin Recreation Department



VENDOR INFORMATION AND REGULATIONS



August 19, 2016
9:00 AM- 3:00 PM

- A. The Junk Jamboree and Vendor Fair will be held **rain or shine**.
- B. Food trucks are limited to approximately 25 feet in length. Tables and tents outside of the truck are not permitted, and open cooking outside of the truck is not allowed.
- C. Craft vendors are allowed a booth space of 15'x15', or 15' x 30' . Craft vendors supply their own table, chair(s), and canopy/tent.
- D. Electricity will not be provided, and only contained and muffled generators are permitted.
- E. The Hamlin Recreation Department reserves the right to reject any prospective vendor application for any reason. Vendor applications are due prior to Junk Jamboree, On July 30, 2017.
- F. If applicable, participants are responsible for collecting and reporting their own sales tax.
- G. Participants are responsible for removing all unsold items and debris from their area.
- H. DO NOT use the blue receptacles or dumpster on location.
- I. Rental space will be assigned as application forms are received.
- J. Booth fee must be submitted with application.
- K. The Hamlin Recreation Department and The Town of Hamlin will not be responsible for damage, loss of personal property, personal injury, or accidents involving participants.

Vendors may begin to set up at 7:00AM and NO LATER than 8:45AM. Vendors who are late setting up may no longer be eligible for a reserved space. If a situation should arise where a vendor arrives after the Jamboree has begun, The Hamlin Recreation Department reserves the right to not allow the vendor to participate in the event.

Upon arrival, Recreation staff will direct vendors to assigned spaces where they may set up. Personal vehicles must then be parked in a parking space designated for vendors. **Vendors must be set up and ready to do business when the event opens at 9AM and may not start selling until that time. Vendors may not begin breaking down before 3 PM. If you sell out of food, you will still have to wait until the end of the event to break down. This is a safety issue for event pedestrians.

Vendors are expected to honor the time commitment specified on their applications. Please call the Hamlin Recreation office at 585-964-7222 by 9:00am Friday, August 12th if you will not be able to be here for your reserved space.

Vendors are responsible for leaving their area in a clean condition. Vendors not respecting this guideline may be asked not to vend again in the future.

Grilling is limited to the confines of the food truck.

Smoking and the use of illegal substances are prohibited at the Rodeo and on Hamlin Town Hall property.

Hamlin Junk Jamboree Vendor Application Checklist:

- Signed and completed application
- Craft/Retail Vendor Fee of \$25 for 15' X 15' booth space (NO FEE for Food Trucks)
- Copy of Food Permit turned into the Hamlin Recreation Department (Food Vendors only)



VENDOR APPLICATION



Please check one: Craft Vendor _____ Food Truck Vendor _____

Vendor Business Name: _____

Vendor Owner Name: _____

Street address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____

Email: _____ Website: _____

If you are a Food Truck Vendor please list your food truck length: _____

If you are a Craft/Business Vendor please list your items/products for sale:

Do we have your permission to use your information in any print or web media distributed to the public? _____ Yes _____ No

He/she, on behalf of the undersigned, does hereby covenant and agree to defend, indemnify and hold harmless The Town of Hamlin from and against any liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/ or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of The Town of Hamlin's property, facilities and/or services by themselves.

I have read and understand the Hamlin Recreation Junk Jamboree Rules and Regulations and agree to abide by them.

Name (Printed): _____

Signature: _____ Date: _____

Payment: Check _____ Money Order _____ Charge _____ (checks must clear prior to event date)

ACCOUNT # _____ VISA _____ MASTERCARD _____

NAME ON CARD _____ EXPIRATION DATE _____

AUTHORIZED SIGNATURE: _____

Receipt # _____
