

1658 Lake Road, Hamlin, NY. 14464  
Online: [www.hamlinny.org](http://www.hamlinny.org)

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



& VENDOR FAIR!

Dear Prospective Vendor,

We welcome your participation as a vendor in the upcoming Scream Fest and Vendor Fair. This is a day for the community to come together for a huge Halloween party! The Scream Fest and Vendor Fair will take place on Saturday, October 6th from noon - 6pm on the Hamlin Town Hall grounds, 1658 Lake Road.

If you would like to participate as a vendor in the Scream Fest, 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 September 28<sup>th</sup>, 2018 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](mailto:recreation@hamlinny.org).

Thank you. We look forward to seeing you!

Sincerely,

*Anke Applebaum*  
Recreation Director



## Vendor Information and Regulations

October 6th, 2018  
Noon - 6:00 PM



- A. The Scream Fest 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'. 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 Scream Fest, by September 29th, 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 and finalized during last week prior to event. Requests for specific locations will be considered but not guaranteed.
- 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 9:00AM and NO LATER than 11:30AM. 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 Scream Fest 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 NOON and may not start selling until that time. Vendors may not begin breaking down before 6 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, **September 28th**, 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 on Hamlin Town Hall property.

Scream Fest Vendor Application Checklist:

- Signed and completed application
- Craft/Retail Vendor Fee of \$25 (if submitted by May 1<sup>st</sup>, 2018) or \$35 (after 5/1/18) for 15' X 15' booth space
- Copy of Food Permit turned into the Hamlin Recreation Department (Food Vendors only)



# Vendor Application



Please check one: Craft/Retail Vendor \_\_\_\_\_ Food 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 \_\_\_\_\_ 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 \_\_\_\_\_.

I have read and understand the Hamlin Recreation Scream Fest 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 # \_\_\_\_\_