



HUDSON FLAG DAY PARADE/FESTIVAL **JUNE 8th, 2024**

Instruction Sheet for Vendor Application

- **All applications will require an entrance fee of \$50.00** and must be completed in their entirety; applications not adequately completed will **NOT** be accepted. This entrance fee will be refunded to you, providing you attend and follow all rules and regulations.
- **Please keep a copy of your application for your records.**
- **Application deadline is May 15th.** Any application received after that date will be accepted *only* if space is available.
- Parade Date is June 8th, 2024 ~ NO rain date is scheduled.
- You must indicate in your application if you will need electricity (we offer 110 volt only). Any vendor requiring 20 amps or 220 volt service must provide their own electricity. 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 Columbia County Dept. of Health (if serving food or drink) that must be displayed in plain sight for everyone to see.

To contact the Columbia County Department of Health, call (518) 828-3358
All vendors must submit a copy of the above NO LATER THAN MAY 24th, 2024.
Failure to submit these items will VOID your application.

****ALL CDC AND NYS HEALTH GUIDELINES MUST BE FOLLOWED****

PROPER SIGNAGE IS THE RESPONSIBILITY OF VENDOR RENTING THE SPACE

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

Vendors using city power supply are limited to one (1) crock pot per space

Food Truck Vendors MUST use generators

If you have questions, your event contact person is Christine Grossman (518) 821-0816

Waterfront Park Food, Food Truck & Merchandise Vendor Application Information:

- Set up will be allowed on both Friday, June 7th from Noon – 5 PM and on Saturday, June 8th from 8 – 10:00 AM
You **MUST** check in with the committee member on duty and he/she will show you where to set up
- Operating times at the Waterfront Park are 12pm – 10pm. Events will start at 12 Noon and will continue throughout the day. The parade (which steps off at 4 PM and will last approximately 2 hours) will be followed by entertainment and conclude with fireworks display which is scheduled to begin at dusk (usually around 9:15 PM).
- **Vendors must take bags of garbage with them at the end of the Event. The Vendor will be charged for removal if garbage is left behind.**

KEEP A COPY OF THE APPLICATION & INSTRUCTIONS FOR YOUR RECORDS All



HUDSON FLAG DAY PARADE, JUNE 8th, 2024

Vendor Application
Application Deadline May 15th, 2024

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.

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|--------------------------|-------------------------------|-----------------|--------------------------|--|
| <input type="checkbox"/> | Waterfront Food Vendor | | <input type="checkbox"/> | PLUS \$50 REFUNDABLE ENTRANCE FEE |
| | 15' X 20' Space Fee | \$250.00 | | |

~ OR ~

| | | | | |
|--------------------------|-------------------------------------|-----------------|--------------------------|--|
| <input type="checkbox"/> | Waterfront Food Truck Vendor | | <input type="checkbox"/> | PLUS \$50 REFUNDABLE ENTRANCE FEE |
| | Space Required? _____ | \$250.00 | | |

~ OR ~

| | | | | |
|--------------------------|---|-----------------|--------------------------|--|
| <input type="checkbox"/> | Waterfront Park Merchandise Vendor | | <input type="checkbox"/> | PLUS \$50 REFUNDABLE ENTRANCE FEE |
| | 12' X 12' Space Fee | \$125.00 | | |

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 May 15th, 2024. Failure to submit these items will VOID your application**

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|---|--|
| Will you need Electric (110 volt Only)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| <ul style="list-style-type: none"> Any vendor using electric must provide their own extension cords. It is recommended to have at least a 6-foot extension cord with ground. These vendors are limited to only one (1) crockpot or electric cooker use per vendor spot. Any vendor who needs 20 amp or 220 volt service or requires the use of more than one crockpot or electric cooker per unit, will have to provide their own electric/generator. ALL FOOD TRUCKS MUST USE GENERATOR | |

Please see below for requirements regarding ALL vendors:

For food vendors: Before you will be accepted as a vendor, you need to provide us with your complete menu, including prices. This must be included with your application and payment.

For merchandise vendors: Before you will be accepted as a vendor, you need to provide us with a complete listing of the items you will be selling, along with prices. This must be included with your application and payment.

The Flag Day Committee reserves the right to control what items you will sell.

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| Please indicate the total amount included with your application (Be sure to include your \$50 entrance fee <u>in a separate check</u>): Please make all checks payable to "Hudson Flag Day Parade, Inc." | \$ _____ |
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|--|-------|------|
| Signature of Applicant | Title | Date |
| For more information, please contact Christine Grossman (518) 821-0816 or email: chet6377@gmail.com **FAILURE TO FOLLOW ALL RULES AND CDC GUIDELINES WILL VOID THIS CONTRACT WITH NO REFUNDS** | | |