

## SCHEDULE "A" 2023 Vendor Guidelines

*It is the responsibility of the promoter to notify vendors of these guidelines and enforce them*

1. The promoter is responsible for staffing three areas during the vendor check-in to: check off which vendors have arrived, help them to their designated spot and keep the cars moving. **The three locations are: One staff at the front entrance of the park, at least two staff in the vendor area and one staff in the food vending area.** No one is allowed in the vendor area until the promoter has arrived and the three areas are staffed.
2. When entering the park, the vendors must drive the designated route to their assigned spot, drop their items off and quickly move their car into the parking area. (This is to avoid any traffic jams.)
3. Tents set-up on the plaza must be weighted down with sandbags or weights and cannot be larger than 10'x10
4. All vendors must set-up in their designated numbered spot. The County supervisor will decide how the numbered spots will be marked. No spray paint on hard surfaces.
5. There is no electrical hook-up for any vendor, including the food vendors. All vendors must provide their own **quiet** generator if power is needed.
6. Vendors must be set-up 30 minutes prior to the start of the festival/walk. At this time all cars must be out of the festival/vendor area and in the parking lot. Any late arriving vendors must make prior arrangements to walk their items to their designated spot. All entertainment must have their equipment in the Showmobile/performing area 30 minutes prior to the start of the festival. Any late arriving entertainment must make prior arrangements to walk in their equipment. County issued dollies are available for use.
7. Vehicles are prohibited in the vendor area during the festival. This includes promotional vehicles. All vehicles must be parked in the parking area. (This does not apply to Westchester County or Emergency vehicles.) The vendor parking lot will be agreed upon by the county supervisor and promoter.
8. Food vendors that are cooking during the festival must use propane grills. Charcoal or wood fueled grills are prohibited.
9. Food vendors are responsible for removing any used cooking oil from the premise and discarding all gray water in the designated bin within the park.
10. Merchandise vendors are prohibited from selling any items which when used can deface County property, i.e. spray-paint, washable paints, etc. It is the promoter's responsibility to make sure such items are not sold.
11. Vendors should not pack up earlier than the scheduled end of the festival. Vendors are prohibited to drive their vehicles into the festival area to load their belongings until the area is deemed safe to drive in. This decision will be made jointly by the county supervisor and the festival chair. (The anticipated time is 45 minutes after the scheduled end of the festival.) For vendors who need to leave promptly at the scheduled end of the festival it is recommended that each vendor bring their own hand truck. A limited number of County owned dollies will be available on a first come first served basis.
12. Immediately provide your PRC Department contact with a list of vendors and the service to be provided at your Event. The service will determine which Companies **must** complete Schedule "A-1" entitled "Application to Provide Goods and Services on County Property", attached hereto and made a part hereof, and provide proof of 1) Worker's Compensation Form C105.2 or U-26.3 (Statutory Limits and coverages); 2) General Liability **naming the County of Westchester and the Permit Holder** as an additional insured in the amount of \$1,000,000 per occurrence/ \$2,000,000 aggregate limit, written on a primary and non-contributory basis; 3) Umbrella/Excess Insurance in the amount of \$2,000,000 each occurrence and aggregate, **naming the County of Westchester and the Permit Holder** as an additional insured, ("follow the form" basis) ), and 4) Automobile Liability Insurance with a minimum limit of liability of \$1,000, 000 unless otherwise indicated. This insurance shall include bodily

injury and property damage for owned, hired and non-owned automobiles and name the “**County of Westchester and Permit Holder**” as an additional insured. Certificate Holder should be County of Westchester, 450 Saw Mill River Rd, Ardsley NY 10502. Each proof of insurance and completed Schedule “A-1” shall be provided to the County by the Permittee upon execution of this Permit or that service will not be permitted at the Event.

13. The festival president/chair must remain on-site until the last vendor leaves the facility.