



## Vendor Application



### 24th Annual Yonkers Riverfest Saturday, September 10, 2016 • Noon – 6:00pm The Biggest Free Festival in Westchester County

Hosted by the Yonkers Downtown Waterfront BID  
[www.YonkersRiverfest.com](http://www.YonkersRiverfest.com)

The 24th Annual Yonkers Riverfest will be held rain or shine on Saturday September 10th, from noon to 6:00pm. The Riverfest is a FREE event that has drawn 25,000 people to Yonkers Downtown, and will include the best in musical entertainment, arts, crafts, great food, exhibits, children's activities, and much more throughout the day. It is Yonkers biggest outdoor event and a great tradition.

#### VENDOR GUIDELINES

1. Each exhibition space is 10 feet x 10 feet.
2. You will be assigned a location, which will be sent to you prior to the event. Location assignments are not negotiable.
3. Set-up starts and 8:00am, must be completed by 11:00 AM, and must be removed at 6:00 PM.
4. No amplified sound of any type without separate written consent.
5. You **MUST** provide a copy of your **NYS Vendor Certificate of Authority** if you are a commercial/art vendor.
6. You **MUST** provide a copy of your **Photo I.D.**
7. Do **NOT** mail your application to the City of Yonkers. All vendor applications will be submitted by the BID on behalf of all vendors.
8. All Vendor Forms and Vendor Fees must be in the BID office by **August 29<sup>th</sup>, 2016.**
9. Riverfest will be held on September 10, 2016, rain or shine.

All Vendors receive 1 FREE parking space for the event. You will receive a registration confirmation and booth location in an email prior to the event. Please follow staff directions when arriving at the Riverfest. Please plan on having everything unloaded from your car by 11:00am. At 11:00am there will be zero tolerance for any cars in the festival area; (all cars will be required to leave the festival area and no new cars will be allowed in after 11am). This is to ensure the safety of all guests.

All prospective vendors will be subject to review and approval by The Yonkers Downtown BID. Any vendor may be disqualified from participating, for any reason, at the sole discretion of The BID.

The Yonkers Downtown Waterfront Business Improvement District will not be held liable for breakage or loss of any items. Vendors are responsible for booths at all times during the Riverfest. A signed waiver will be required, and is included with the application, holding harmless of any liability to the Yonkers Downtown Waterfront Business Improvement District.

#### Categories and Costs

All costs include a table and two chairs\*

##### Commercial Businesses (non-food)

This includes mass produced items, such as t-shirts, professional services, or any non-hand-made items  
Cost: \$250

##### Arts and Crafts Vendors

Hand-made items, creative or cultural pieces, original art  
Cost: \$100

##### Non-profit and Community Orgs

These organizations received a reduced rate, but *you are required to provide an interactive component*, such as an art activity, game, etc.  
Cost: \$50

##### BID MEMBERS DISCOUNT

Any business within the Downtown Yonkers BID (Business Improvement District) can deduct \$50 from the appropriate category.

**Note: We will no longer rent tents to vendors. Every vendor is responsible to bring their own tent or canopy. All tents must comply with City/State codes and are secured by weighted bases.**

**All vendors must apply for a vendors spot using these forms, which are sent to the Downtown BID. Do not apply directly to the City of Yonkers. The BID will secure all the permits you will need to participate in Riverfest.**



# Vendor Application



Riverfest 2016 – Vendor Application

Deadline for submission is August 29<sup>th</sup>, 2016

Name of Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Attendee's Names: \_\_\_\_\_

Address: \_\_\_\_\_

City-State-Zip: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Items to be displayed: \_\_\_\_\_

\_\_\_\_\_

The following documentation is **required** to secure a vendor spot. Please include a copy of both your:

- **NYS Vendor Certificate of Authority**
- **Photo ID**

Application fees should be in the form of money order or check made payable to "Yonkers Downtown BID".

**Mail to:**  
**Yonkers Downtown BID**  
**Attn: Jessica Ardrey**  
**15 Main Street**  
**Yonkers NY 10701**

Vendor Categories:  Commercial (\$250)  Art (\$100)  Non-profit (\$50)  BID Member (\$50 discount)

(Note: Cost is per booth space)

(Note: There is a separate form for food vendors at [www.YonkersRiverfest.com](http://www.YonkersRiverfest.com).)

Number of Booths Needed: \_\_\_\_\_ Do you need electricity for your booth: \_\_\_\_\_

It is highly recommended that vendor bring their own tent/canopy (including weighted bases)

To receive the non-profit rate, you are required to have some kind of interactive component for kids. Please write a short description of your activity.

\_\_\_\_\_  
\_\_\_\_\_

Amount Enclosed: \$ \_\_\_\_\_

Vendors Signature \_\_\_\_\_ Date \_\_\_\_\_

**All Payments are non-refundable**