

It is the responsibility of the promoter(s) to notify and enforce vendors of these guidelines

1. The promoter is responsible for staffing three areas during the vendor check-in process 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 plaza vendor area and one staff in the food vending area.** No one is allowed on the plaza or in the food area until the promoter has arrived and the three areas above are staffed.
2. When entering the park, the vendors must drive down the service road to the plaza, drop their items off at their designated spot and quickly move their car onto the parking field. (This is to avoid back-up on the plaza.)
3. All tents set-up on the plaza must be weighted down with sandbags and cannot be larger than 10'x10'; tents are prohibited on the grass area.
4. All vendors must set-up on the plaza in their designated numbered spot. The spots will be numbered by the county in chalk, as spray-paint and other labeling methods are prohibited.
5. All food and beverage vendors must be set-up in the parking lot in their designated numbered spot. Each assigned spot is two parking spaces wide; if any vendor needs more than two spaces wide, additional spots can be purchased. The spots will be numbered by the county in chalk, as spray-paint and other labeling methods are prohibited.
6. 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.
7. Vendors must be set-up 30 minutes prior to the start of the festival. Thirty minutes before the start time of the festival all cars must be off the plaza and out of the vendor area in the parking lot. Any late arriving vendors must make prior arrangements to walk their items to their designated spot.
8. All entertainment must have their equipment in the Showmobile area 30 minutes prior to the start of the festival. Any late arriving entertainment must make prior arrangements to walk in their equipment.
9. Vehicles are prohibited on the plaza during the festival. This includes promotional vans. All vehicles must be parked in the parking area. (This does not apply to Westchester County sponsored vehicles.)
10. Food vendors are responsible for removing any used cooking oil from the premises.
11. Food vendors are responsible for discarding all gray water and/or ice in the designated bin with in the park.
12. Food vendors must sell only Pepsi products, a list of Pepsi products will be provided by the Parks Department.
13. Food vendors are not permitted to sell hamburgers or hot dogs.
14. Merchandise vendors are prohibited from selling any items which when used can deface county property, i.e. spray-paint, washable paints, silly string etc. It is the promoter's responsibility to make sure such items are not sold.
15. The following items are prohibited on the main grass area: vehicles (cars, trucks, vans, etc.), tents, bounce castles, items that puncture the grass, etc. (Lawn chairs and blankets will be permitted on the grass area by spectators.)
16. The vendor parking is on the parking field.
17. Bounce castles, rides and companies who provide similar activity services **must** provide the County with a certificate of insurance **listing Westchester County and the festival group as Certificate Holders and naming Westchester County as an additional insured in the amount of \$1 million** no later than two weeks before the festival. If the certificate is not received the services will not be permitted at the event. **(Please note the certificate must include: date, time, location, description of event and show proof of workers compensation.)**
18. Vendors must pack-up no earlier than the scheduled end of the festival. Vendors are prohibited to drive their vehicles onto the plaza to load their belongings until the area is deemed safe to drive in. This decision will be made jointly by the county representative and the festival chair. (The anticipated time is 45 minutes after the scheduled end of the festival.)
19. 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.
20. The festival president/chair must remain on-site until the last vendor and concessionaire leaves the facility.