HUDSON HALL

Winter Walk 2017 VENDOR APPLICATION

Saturday December 2, 2017 | 5-8 pm

The City of Hudson has given Hudson Hall at the Historic Hudson Opera House (HH) the authority to manage vending opportunities for Winter Walk. We have a limited number of temporary licenses available. Please fill out this form and return it to Hudson Hall at 327 Warren Street, Hudson, NY 12534 as soon as possible, and no later than Saturday, November 4th, 2017. Call 518-822-1438 or e-mail claudia@hudsonhall.org with any questions.

Vendor Information

Name of organization / business:_____Contact:_____

Address: _____

Telephone Business / Home: _____ Cell:_____

Email: _____

Type of Vendor: Commercial Nonprofit **Type of Product:** Non-Food Food (see no. 11 below)

(Describe product in detail) _____

_____

_____

Vending Rules

1. Winter Walk is a festive holiday street celebration with horse-drawn carriages, street performers, decorated shop windows, and strolling carolers and musicians. Hudson Hall has a limited number of licenses available, and carefully curates the vending identities at the event to provide a wide array of locally and handmade goods. Local vendors are given priority, but all are welcome to apply. **HH reserves the right to turn down an application if the items for sale are deemed to be inappropriate for this event.**
2. Vendors must fill out this application form and return it to HH as soon as possible and no later than November 4th, 2017.
3. HH reserves the right to assign a location to the vendor. If you participated in Winter Walk last year and would like to be in the same location again, please indicate so in "Additional Information" below and we will do our best to accommodate that request.
4. Vendors must be set up in their designated location and so as not to block pedestrian traffic or access to any open retail location.
5. Vendors who do not set up in their designated location will be removed.
6. Vendors may begin delivery at 3pm. Warren Street will begin closing to vehicle traffic at 4pm and vendor vehicle(s) should be off the street by then. Warren Street will be completely closed to vehicles no later than 5pm.
7. No electricity is available unless prior arrangements are made. **No generators are allowed**.
8. No tents, tables or chairs are provided by HH. **Small 10'x10' pop-up type tents are allowed. Large fixed tents are not allowed**.
9. Approved vendors will receive a temporary vendor license from HH, which must be visibly displayed at vending location.
10. Vendors are responsible for all additional licenses, permits, and insurance needed under local, state and federal laws. **Food vendors must obtain a "Permit to Operate a Temporary Food Service" from the Columbia County Department of Health, 325 Columbia St., Hudson (518) 828-3358.**
11. No refunds due to weather or other events beyond the event organizer's control will be given. There is no snow date.
12. Vendors will be responsible for bagging their own garbage and clearing all of their garbage, products, and vendor property from the street within two hours of the end of the event.
13. Vendors will adhere to all rules as stated in this form; otherwise vendor is subject to dismissal from the event. No refund will be given.

Vending Fees

Commercial Vendors	**$200**
Nonprofit Vendors *selling*	**$30**
Nonprofit Vendors *not selling*	**fee is waived (*However, donations to support Winter Walk are appreciated.)***

Fees are payable upon notification of acceptance. Decisions will be made no later than Tuesday, November 14th. Credit Cards can be accepted at the office or via phone. Checks should be made payable to Hudson Opera House and mailed to: Hudson Opera House, 327 Warren Street, Hudson, NY 12534

Additional Information: _____

_____

Agreement

I have provided the information above and have read all the rules regarding the event. By signing below I agree to adhere to all the above rules and regulations as stated.

Print Name _____ Title _____

Signature_____ Date _____

For any questions, please call 518-822-1438 or e-mail claudia@hudsonhall.org