

# Kenmore Days NON-Food Vendor Fact Sheet

**Where:** Mang Park, between Elmwood Ave. and Military Rd.

**When:** Check Village Website for current year dates

Thursday	Set up 3pm 5pm to 10pm
Friday	Noon to 10pm
Saturday	Noon to 10pm

1. Vending fee is \$150.00, payable to “Kenmore Days” c/o 2919 Delaware Avenue, Room 17; Kenmore NY 14217
2. Each booth is responsible for collecting and handling their own money for their sales, and for paying any and all sales and other applicable taxes.
3. Vending fee is for roughly a 10 foot x10 foot space at Mang Park for Thursday, Friday and Saturday during event hours. The exact location will be assigned by the Kenmore Days Committee. We do NOT supply any equipment, shelter, chairs, tables, utilities, food/drink, etc. If you need a bigger space, you must pay an additional fee.
4. You must provide your own tent(s), table, chairs, materials, etc.
5. The registration fee of \$150 is due by May 1st, and is non-refundable. This covers 3 days (Th, F, Sa). The fee will not be pro-rated if you choose not to participate all days.
6. Each vendor is responsible for making arrangements for, or providing, his/her own electricity. Please contact the committee with your concerns. We cannot guaranty access to electricity.
7. Set-up will be Thursday between 3-4 PM ONLY. All materials must be removed by Saturday, 10:30 PM.
8. Vendor placement/location is at the sole discretion of the Kenmore Days Committee. You will be assigned a space and told where to set up.
9. Kenmore Days reserves the right to revoke your registration/permit and participation in this event if you or any of your representatives/employees/agents violate any of these rules and/or are disruptive. All vendors must also abide by any rules and regulations put into effect by the Board of Trustees.
10. All Vendors must provide a certificate of insurance listing “the Village of Kenmore, its officers, agents and employees, the Town of Tonawanda, its officers, agents and employees and the Kenmore Days Committee” as additional insured.

**Please feel free to contact the Kenmore Days committee with any questions.**

Kathleen Johnson at the Village Clerk’s Office (716) 873-5700 (e-mail: [kjohnson@vi.kenmore.ny.us](mailto:kjohnson@vi.kenmore.ny.us))

# Kenmore Days NON-Food Vendor Registration Form/Permit

**Where:** Mang Park, between Elmwood Ave. and Military Rd.

**When:** Check Village Website for current year dates

Thursday	<u>Set up 2 - 3pm ONLY</u> 5pm to 10pm
Friday	Noon to 10pm
Saturday	Noon to 10pm

**Registration Fee per vendor is \$150. Please make your check payable to "Kenmore Days"**

**All Registrations forms must include your check AND Certificate of Insurance naming additional insured as detailed in the Fact Sheet.**

Your fee entitles you to a 10' x 10' space at Mang Park for Thursday, Friday and Saturday during the Kenmore Days Event (check for specific dates). Your location will be determined by the Kenmore Days Committee.

**No refunds. No prorate.**

## PLEASE PRINT

**Company:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

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

**City/State/Zip:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

Describe what you wish to sell/advertise:

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**Do you need Electric:** yes no **If yes, how much?** 500 watts 1000 watts more?

*Please note that we cannot guarantee access to electricity.*

I acknowledge receipt and agreement to the Kenmore Days Vendor Fact Sheet and to the terms and conditions of this registration

**Signature:** \_\_\_\_\_

Please mail registration form, Certificate of Insurance and payment to:

**Kenmore Days c/o  
Village of Kenmore - Room 17  
2919 Delaware Avenue  
Kenmore, New York 14217**