

**VILLAGE OF  
CROTON-ON-HUDSON**  
*Summerfest*

**The following rules and regulations will be in effect for Summerfest 2024.**

1. Registration shall take place in front of Robbins Pharmacy beginning at 8:30 a.m. All vendors/participants must be checked in at the registration desk by 10:30 a.m. **No Vendor vehicles will be permitted in the event area after 11:30 a.m.**
2. All set-up must be completed by 12 noon. Vendors must remove their cars from the area no later than 12 noon. You will be directed to convenient parking at the registration desk. No vending from vehicles is allowed.
3. You are responsible for all clean-up of your space. Please take your garbage with you.
4. **Spaces are approximately 10 feet x 12 feet (with the exception of Food Trucks). All spaces are assigned on a random basis and therefore no changes will be made.** Some spaces may have telephone poles, trees or lampposts within their assigned area. Spaces are pre-assigned on by the Village – no particular space can be guaranteed.
5. Vendors supply their own tables, chairs and tents. (Tents are recommended to protect Vendors and their products from rain and sun.) Weights are **REQUIRED** to secure **ALL** Tents. If you do not set up with weights, you may be asked to leave.
6. Moving vendors are not permitted in the fair area. All vendors must remain behind their table or vending area while conducting business. Due to congestion in the fair area, vendors are not to circulate petitions or pamphlets from any area other than their space.
7. Vendors are not allowed to have/use a public address system or radio in the fair area.
8. The fair closes to the public at 6 p.m. All vendors must remove merchandise and displays by 7 p.m. Vendors are not allowed to leave or begin breaking down their vending area before 6 p.m.
9. All **alcohol vendors** must have appropriate the liquor license and temporary permits. Reminder: applications must be submitted to the Liquor Authority **at least 2 weeks in advance of the event.** For more information, please go to <https://sla.ny.gov/permits-available-online>. You must obtain a **Landlord Authorization form** from the Village to submit with your application to NYS Liquor authority. Please email [emancini@crotononhudson-ny.gov](mailto:emancini@crotononhudson-ny.gov) to obtain this document after completion of this application. A copy of your permit must be emailed to [emancini@crotononhudson-ny.gov](mailto:emancini@crotononhudson-ny.gov) **no later than 7 days before the event.**
10. All **food vendors** must obtain the appropriate health permits from the **Westchester County Department of Health** (Catering, Mobile, or Temporary). A copy of your permit must be emailed to [emancini@crotononhudson-ny.gov](mailto:emancini@crotononhudson-ny.gov) **no later than 7 days before the event.**
11. All **food and alcohol vendors** must provide **A CERTIFICATE OF INSURANCE** providing personal injury and property damage liability insurance with a **minimum coverage** of \$1,000,000 Each Occurrence/\$2,000,000 Annual Aggregate AND a **Waiver of Subrogation** in favor of the Village of Croton-on-Hudson. The certificate must name the following business / organization and their officers, employees and agents as additional insured on a primary and non-contributory basis: Village of Croton-on-Hudson, 1 Van Wyck Street, Croton-on-Hudson, NY 10520. Alcohol vendors must also provide proof of **Liquor Liability Coverage** on the certificate. A copy of your certificate must be emailed to [emancini@crotononhudson-ny.gov](mailto:emancini@crotononhudson-ny.gov) **no later than 7 days before the event.**
12. The Village reserves the right to have vendors removed from the fair who are selling any merchandise which is deemed inappropriate, illegal or harmful. The sale of stink/smoke bombs, silly string, poppers, razors and fireworks/firecrackers is prohibited.
13. The following items are not permitted to be used by vendors: single-use plastic bags, plastic bottles, plastic cups, plastic bowls and plastic straws, Styrofoam cups and containers, and free plastic giveaway items.
14. No electricity will be available. If a Vendor requires electric power, they must provide their own generator and have approval from the Village in advance. No noisy generators will be allowed.
15. Summerfest is a rain-or-shine event with no rain date. Should an emergency situation warrant a cancellation, a notice shall be posted on **[www.crotononhudson-ny.gov](http://www.crotononhudson-ny.gov)** and **[www.facebook.com/crotongov](http://www.facebook.com/crotongov)**.
16. No animals (except for service dogs) are permitted in the fair area.

## **SUMMERFEST FEES**

**General Vendor - Early Bird** (until May 1) \$ 100.00

**General Vendor - Regular** (after May 1) \$ 125.00

**Food/Beverage Vendor - Early Bird** (until May 1) \$ 150.00

**Food/Beverage Vendor - Regular** (after May 1) \$ 175.00

**Food Truck - Early Bird** (until May 1) \$ 300.00

**Food Truck - Regular** (after May 1) \$ 350.00

**Non-Profit/Civic Vendor - Early Bird** (until May 1) \$ 50.00

**Non-Profit/Civic Vendor - Regular** (after May 1) \$ 60.00

## **REFUND POLICY**

No refunds will be issued to vendors who cancel within 30 days of the Event. Cancellations are to be made only in writing. All refunds are at the sole discretion of the Village Manager. A fee of \$15 will be retained by the Village in all cases that refunds, or partial refunds, are granted. Please note that if you pay by credit card, the Village is unable to refund processing fees. The processing fee is retained by the village's third-party card processor.

Summerfest is a rain or shine event. The event may not be held if, in the sole opinion of the Village of Croton-on-Hudson, there exists a threat of unsafe conditions or if conditions are deemed to be unsafe. If the event is canceled, the event will not be further rescheduled and there will be no refunds nor credits of any kind.