



Village of Monroe  
7 Stage Road  
Monroe, NY 10950

## Vendor Application 2022

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# CARNIVAL

Name of Organization or Company: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_ State Tax ID: \_\_\_\_\_

\* **Dates and Times:**

Thursday, July 28<sup>th</sup> – 5:30pm to 11pm

Friday, July 29<sup>th</sup> – 5:30pm to 11pm

Saturday, July 30<sup>th</sup> - 2pm to 11pm

Sunday, July 31<sup>st</sup> - 2pm to 11pm

\* \$25.00 charge to Not-For-Profits (must provide proof of 501-3(c) status)

\* \$50.00 per day charge to Village of Monroe Non- Food Vendors / \$100.00/day for Food Vendors

\* \$100.00 per day charge to Non-Food Vendors outside the Village of Monroe / \$150.00/day for Food Vendors

**Vendors are required to attend each day.**

To help us better meet your needs please tell us what you are planning to sell. \_\_\_\_\_

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

Vendor space is provided on Millpond Parkway between Route 17M and the Commuter Parking Lot. Millpond Parkway will be closed off to traffic about an hour before start time. **It is imperative that vendors unload their equipment prior to street closure as no cars will be permitted on Millpond Parkway after it has closed.** Please note that electricity is not provided. Vendors must bring a portable generator if power is needed.

The carnival will only be cancelled in the event weather conditions are deemed dangerous by the Village of Monroe. If it is cancelled a notice will be posted as a, "Mayor's Message" on our website: <http://www.villageofmonroe.org>. **Vendors will be contacted if there is a schedule change.**



## CARNIVAL

The undersigned vendor hereby applies for vendor space at the events indicated on page one of this form. The vendor agrees to fulfill all municipal, state, and federal requirements, if any, in connection with all sales made and business activities conducted. Vendor will be required to have the appropriate health licenses and insurance coverage, proof of which shall be provided to the Village.

Please attach your certificate of insurance (minimum \$1,000,000.00 general liability) with your application. Vendors will need to name the Village of Monroe as additional insured. If required, please also attach a copy of the appropriate health department licenses.

The Village of Monroe reserves the right to terminate this permit if: 1) applicant misrepresents, falsifies or withholds information, 2) requirements, restrictions, terms and conditions or rules pertaining to the permit, or Village of Monroe zoning ordinance is violated.

The Village of Monroe shall not be liable for any loss, damages or injury to person or property. The undersigned vendor agrees to indemnify, protect and hold harmless the Village of Monroe, Monroe Police Department, their members, officers, employees, agents and representatives for any personal injury, property loss, expenses, costs or damages of any nature suffered by any person as the result of the operation or said show.

Please note the following:

- Food vendors must bring an approved county health permit to the event.
- Vendors agree to gather up and remove all garbage.
- Management may cancel at any time.
- Vendors must return a Hold Harmless Agreement.
- Vendors are required to submit an original Certificate of Liability Insurance naming the Village of Monroe as additional insured in the amount of one million dollars (\$1,000,000) for each person and two million dollars (\$2,000,000) for each accident.
- All volunteers working with a vendor must return a volunteer waiver form with this application.

**The Village of Monroe will contact the vendor by email to confirm receipt of this application.  
*NO VENDOR WILL BE PERMITTED ON SITE WITHOUT COMPLETE  
COMPLIANCE TO THE ITEMS LISTED ABOVE.***

I, the vendor, have read and agree to abide to all of the conditions on the face of this contract.

Signature of Vendor \_\_\_\_\_

Name of Company \_\_\_\_\_

Date \_\_\_\_\_



# CARNIVAL

## Hold Harmless Agreement

In consideration of the issuance by the Village of Monroe of a Vendor Application Permit for the 2022 Carnival \_\_\_\_\_ (name of vendor) herewith and hereby agrees to:

1. Indemnify and hold the Village of Monroe harmless from and against any and all loss, damage, claims of injury (including death), costs and expenses that may result or arise in connection with any of the said activities and operations in the conduct of the herein defined Vendor Application Permit.
2. Repair or replace any village owned property damaged as a result of the operations of the Vendor Application Permit. All costs and expenses to be paid by the applicant.

\_\_\_\_\_  
Name of Applicant

By: \_\_\_\_\_  
Signature and Title

I, \_\_\_\_\_, a Notary Public in and for the County of \_\_\_\_\_ the State of \_\_\_\_\_ aforesaid, do hereby certify that \_\_\_\_\_ whose name(s) is subscribed to the foregoing instrument, appeared before me this day in person and acknowledged that he/she is duly authorized representative of \_\_\_\_\_, which he/she has signed, sealed and delivered the foregoing instrument as his/her free and voluntary act, for the uses and purposes therein set forth. Given under my hand and notarial seal this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(notary signature)

### **Applicant's Statement of Agreement:**

I hereby affirm that the above information is true and correct in describing the intent of this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date