

2021 Herkimer Diamond Days

Harmon Field; Frederick Street in Herkimer

Vendor Registration Form



Saturday, August 14, 2021; 10:00am – 4:00pm

- Vendor setup is Saturday morning from 8:00am to 10:00am
- Vendor spots will be assigned as you arrive. All spots are located in lawn space at Harmon Field; Frederick St., Herkimer (located between Walmart and Herkimer Central School). All spots are OUTDOORS, rain or shine. Please plan accordingly. Vendors are to bring everything they need to set up, tables, chairs, popup tent, etc.
- Vendors are expected to stay until 4:00pm. We will have family friendly activities throughout the day.
- Once you unload your vehicles, you may be asked to move it to a designated parking location. Entrances will be closed to traffic during the festival for everyone's safety.
- All vendors MUST take all garbage/cardboard, etc. with them after the event. You must leave your spot the same way found.
- More Information for this event can be found on the FACEBOOK PAGE. Search for "[Herkimer Diamond Days](#)". Please LIKE this page and follow it for any updates. Thank you!

Vendor Type Street Vendor; \$40.00 Food Vendor; \$75.00 (must have Herkimer Co. Health Dept permit)

Per 12 x 12 booth (2 booth maximum) : **One Booth \$40** **Two Booths \$80**

FORM OF PAYMENT: CASH/MONEY ORDER PAYPAL (HerkimerDiamondDays@gmail.com) CHECK # _____
Checks/money orders are to be made payable to "Business & Professional Association of Herkimer, Inc."

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Business Name:

Contact Name:

Address:

Phone:

E-Mail:

Mobile:

Website:

Types of items you are selling:

Additional notes: _____

By signing and returning this contract, I (as a vendor) agree to comply with all event terms & conditions of event and agree that there will be no change in product/services as described above. Payment must be received with form or through PayPal. Spot will be secured once payment is received. Agreement is non-cancellable by applicant. No refund of payment will be made unless natural disaster causes the festival to be cancelled. Returned payment fee of \$30 will apply if any checks are returned/denied by the bank. As of 4/23/21 Harmon Field is owned by the Village of Herkimer. There is a land transfer pending with the Herkimer Central School District. If the transfer is finalized before our event, we must abide by the Herkimer Central School Code of Conduct. Vendor understands and agrees that the Herkimer Central School District Code of Conduct relating to visitors applies during outside group use of the facilities and grounds.

Vendor Signature: _____ **Date:** _____

Please mail completed Registration Form along with Payment (or PayPal payment confirmation) to:

Jennifer Parmon, Attn: Herkimer Diamond Days; P.O. Box 413, Herkimer, NY 13350

Any questions, call/text Jenn at (315)717-7997 or email at HerkimerDiamondDays@gmail.com

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Vendor General Rules & Regulations

1. Vendors are responsible for their own display equipment, tables, chairs, popups, etc. (including any tools for set-up or dismantle). Vendors are to provide their own adequate weights on each leg of their canopy system in order to not lose control of said canopy system. In such case of loss of control, the Vendor is responsible for any damage, injury or loss of any other vendor's, festival attendee or Village property.
2. All Vendors are responsible for their own garbage. Please leave your site exactly as you found it.
3. Full payment must accompany the application. No post-dated checks are accepted. A \$30.00 fee will be charged for all returned/bounced checks. Checks or Money Orders are to be made payable to "Business & Professional Association of Herkimer, Inc.". The only refunds to be issued are those in situations such as, a natural disaster, in that the Business & Professional Association can no longer host the event.
4. You are responsible for paying all applicable Federal, State & Local Taxes. You are required, by law, to obtain and display a valid New York Certificate of Authority to collect New York State Sales and Use Tax. You also agree to reimburse the Business & Professional Association of Herkimer, Inc. for fines, penalties, etc., assessed to the Business & Professional Association of Herkimer as a result of your non-compliance with New York State Tax Laws.
5. You agree to pay all fines/penalties levied to the Business & Professional Association of Herkimer, Inc. for any fines/penalties levied to the Business & Professional Association of Herkimer, Inc. as a result of your non-compliance with any Federal, New York State or Local Law, including, but not limited to Occupational Safety and Health Authority (OSHA), Federal Communications Commission (FCC), Department of Labor (DOL), Department of Health (DOH) and Environmental Protection Agency (EPA).
6. The Vendor, its affiliated companies and subsidiaries agree to hold the Business & Professional Association of Herkimer, Inc., the Village of Herkimer, and the Herkimer Central School District subsidiaries and affiliated companies, together with their respective directors, employees, members and agents, free from any damages or claims that may develop in connection with participating in Herkimer Diamond Days street festival.
7. Vendor understands and agrees that the Herkimer Central School District Code of Conduct relating to visitors applies during outside group use of the facilities and grounds.
8. No water connections or electricity are available for any vendor.
9. All vending booths shall stay open and have someone "on site" at all times during the festival hours.
10. There is to be no sharing of booths without permission from the event staff. Booth assignments are placed in advance and our decisions are final.
11. Generators are permitted for festival and food vendors (see application) as long as exhaust and engine noise is not disruptive to other vendors and or patrons, and all cords are secured, as to not be a trip hazard for any party.
12. This contract is a one-time contract and does not imply or guarantee a place in any future festivals.