



**Harlem Children Society**  
*"The Purpose of Souls is to Assist Each Other"*

**"Glocal" Harlem Science "Yatra" (Parade) AND  
Science Street Fairs & Festivals 2011  
Saturday, October 1<sup>st</sup> 2011**

**VENDORS/EXHIBITORS & GENERAL  
EXHIBITORS AGREEMENT**

**PLEASE READ AND CERTIFY**

**You must read and acknowledge the relevant  
Vendors/Exhibitors and/or General Exhibitors Agreement Below**

Welcome all Exhibitors & General Vendors:

PLEASE BE ADVISED THAT:

- Vendors are responsible for supplying all materials for your display(s) and/or exhibit(s).
- Reservations will be honored based on space availability at the time your application and payment is received by Harlem Children Society.
- Space assignments will be made based on the type of product or service being distributed, sold or marketed.
- **NO REFUNDS, NO CANCELLATIONS, NO TRANSFERS, AND NO CREDITS WILL BE ISSUED BY THE EVENT PRODUCER.**

**PRIOR TO REGISTRATION**

1) All General Vendors are required to obtain: A Current New York State Sales Tax Card, otherwise known as a New York State Certificate of Authority. There are local offices in Brooklyn and Queens. For further information or to obtain this form call NYS DEPT. OF TAX. & FIN. (800) 972-1233 or online at NYS. OPAL.Com or NYSTAX. Gov. The online registration takes approximately 20 business days. However you must register every three months. Please note there is no Fee for this certificate. All general vendors must provide a copy of the Sales Card upon check in at each registered event.





## UPON REGISTRATION

Harlem Children Society will send you a confirmation letter 2-3 weeks prior to the Harlem Science Yatra/Parade & Street Fair. The confirmation will include your Harlem Science Yatra/Parade & Street Fair Vendor Identification number. Upon receipt of your confirmation letter, you must register with the following city agencies:

1) New York City - Department of Consumer Affairs – New York Licensing Center at 42 Broadway, 5th floor, New York, NY 10004 (212) 487-4104 WWW.NYC.GOV in order to obtain your Street Fair Vending License. Please note that you need to bring photo I.D. (such as a driver's license) and your N.Y. State Sales Card. The License costs \$10.00 per month and you may pay up to seven months at one time. Applications must be submitted in person; none will be accepted by mail.

## Vendors/Exhibitors and/or General Exhibitors Agreement Below

### Merchant Vendor Agreement:

By adding my name and clicking the "I Agree" button below I am acknowledging that I have read, the below Food Vendors or General Exhibitors agreement and that I understand and agree with the policies governing the Harlem Science Parade & Street Fair 2011 Food Vendor or Exhibitors rules and regulations.

#### 1. No refunds on cancellations.

2. Exhibitors/Vendors to fullest extent permitted by law, shall indemnify, defend, protect and hold harmless Harlem Children Society and THE CITY OF NEW YORK and the officers, directors, representatives, agents and employees of each of them (collectively, "the Indemnities"), from and against all claims, demands, causes of action, damages, liability, losses or expenses, including without limitation, attorney's and consultant fees and expenses, related to any claims arising out of or caused by exhibitor/vendor's installation, removal, maintenance, occupancy or use of a booth the premises of part thereof, or the act or omissions of the exhibitor/vendor, its contractors, subcontractors, suppliers or anyone directly or indirectly employed by any of them or anyone whose acts they may be liable, regardless of whether or not such claim, demand, cause of action, damage, liability, losses or expenses is caused in part by an Indemnities. Such obligation to indemnify shall not extend to claims, demands, causes of action, damages, liability, losses or expenses to the extent such result from gross negligence or willful misconduct of an Indemnities.

3. The exhibitor/vendor acknowledge that Harlem Children Society and THE CITY OF NEW YORK does not maintain any insurance covering the exhibitor/vendor to obtain business interruption, property damage, fire, theft and personal liability insurance covering such losses by the exhibitor/vendor. These conditions may not be changed, altered modified or waived, except in writing and signed by an authorized staff of Harlem Children Society. All exhibitors/vendors are advised to carry individual insurance covering such losses by the exhibitor/vendor. Harlem Children Society exhibitor/vendor regulations become part of this agreement between the exhibitor/vendor and Harlem Children Society. They have been formulated in the best interests of all concerned.





4. In accordance with the regulations of the New York City Department of Sanitation all Harlem Science Parade and Street Fair exhibitors/vendors are required to adhere to guidelines for waste collections and recycling. Therefore, Harlem Children Society and its designees will require that all exhibitors and or/vendors maintain their space by collecting all waste and disposing it in a designated area. **Any exhibitor and/or vendor who do not comply with the guidelines of the New York City Department of Sanitation will be subject to penalties including fines.** Additional information regarding sanitation will be provided upon registration. It is the responsibility of all exhibitors/vendors to keep their space and surrounding area clean during and after the event.

5. Be advised: Any public sampling or sale of any tobacco products, alcoholic beverages or any illegal items are strictly prohibited.

**HARLEM CHILDREN SOCIETY RESERVES THE RIGHT OF REFUSAL TO ANY EXHIBITOR/VENDOR OR PRODUCT, WHICH DOES NOT COMPLIMENT HARLEM SCIENCE YATRA/PARADE AND STREET FAIR GOALS AND/OR OBJECTIVES.** Only exhibitors/vendors registered with HARLEM CHILDREN SOCIETY and displaying HARLEM CHILDREN SOCIETY identification will be permitted to distribute and /or sell products at HARLEM SCIENCE PARADE AND STREET FAIR events.

*PLEASE NOTE: All Exhibitors/Vendors must report to the HARLEM SCIENCE PARADE AND STREET FAIR Exhibitors/Vendors sign-in table, within two hours of that day's set up time with your receipt and vendor documentation. If you have not signed in by that time, we are authorized by your signature below to consider it a cancellation.*

**\*ALL VENDORS MUST SUBMIT COPIES OF THEIR FOOD TAX ID NUMBER, CONSUMER AFFAIRS ID NUMBER AND THE FOOD VENDORS LICENSE TO THE HARLEM CHILDREN SOCIETY OFFICE ONE WEEK PRIOR TO YOUR VENDING DATE**

Applications will not be processed unless all of the following items are included in the Registration Package:

(1) Registration Form

(2) Agreement (signed and dated)

(3) Category Check List

(4) Payment Please Select One:

a) If using credit or debit card, please register online at [www.harlemchildrensociety.org](http://www.harlemchildrensociety.org). If you have questions or need info please call HCS at 646-643-8563; 646-633-4645; 646-633-4655; or email at [HarlemParade.Festivals@HCS2k.org](mailto:HarlemParade.Festivals@HCS2k.org) **(Please note: registering through our website is faster. Space is limited. First come first served.)**

b) Send an official bank check or money order payable to Harlem Children Society and mail via express delivery to Harlem Children Society, 536 East 82nd Street, Suite 5F, New York, NY-10028. It must be sent 10 days prior to your vending event.

c) On-site registration will be available by appointment only. Please call HCS at 646-643-8563; 646-633-4645; 646-633-4655 to schedule.





**I hereby agree to the rules and regulations of Harlem Science Yatra/Parade and Street Fair Exhibitors as set forth in this document.**

**Harlem Science Yatra/Parade and Street Fair Food Vendors Inquires**

Welcome all Food Vendors/Exhibitors & General Vendors:

Thank you for your inquiry regarding becoming a HARLEM SCIENCE YATRA/PARADE AND STREET FAIR FOOD VENDOR. However we will NOT be accepting any applications for Food Vending ON-LINE.

All inquires regarding food vending must be addressed to HCS at:

[HarlemParade.Festival@HCS2k.org](mailto:HarlemParade.Festival@HCS2k.org)

Harlem Science Yatra/Parade and Street Fair Vendors are an essential part of the festival's activities and events providing amazing culinary delights to festival attendees. We at Harlem Children Society wish to ensure that all Vendors meet the mandates of New York State and New York City that governs street festivals.

**To get you started HARLEM CHILDREN SOCIETY requires all Food Vendors/ Exhibitors to provide the following for their Vendor space:**

1. Concession Tents
2. White Tablecloths on food service areas
3. Food service staff persons with appropriate attire
4. Covered Waste Containers
5. Dry Chemical Fire Extinguisher with certification Valid Certificate of Fitness issued by New York City Fire Department

All Food and Beverage Vendors must obtain a Temporary Food Service Establishment Permit from the New York City Department of Health located at the New York City Licensing Center, 42 Broadway 5th Floor, New York, NY 10004 or call (212) 487-4436 8:30 AM – 5:00 PM., Monday –Friday. Or online at [www.nyc.gov](http://www.nyc.gov). **You must register for this permit at least 5 business days prior to the Scheduled festival event. Applications must be submitted in person.**

Note: All Food Vendors including those who already operate food service establishments must obtain a Temporary Food Establishment Permit for these events.

HARLEM CHILDREN SOCIETY adheres to The New York City Fire Department regulations therefore all Harlem Science Yatra/Parade and Street Fair food vendors must indicate at the time of registration their intent to use propane, charcoal or generators.

Thank You  
Harlem Children Society





**I have read and understand the Food Vendors or General Exhibitors agreement and agree with the policies governing the Harlem Science Parade & Street Fair Food Vendor or Exhibitors rules and regulations.**

**By acknowledging and signing below I am acknowledging that I on behalf of the company/organization that I represent agree to the afore-said rules and regulation from pages 1 through 5.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Business: \_\_\_\_\_

Contact person \_\_\_\_\_ Title \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

Phone (days), Phone (cell) \_\_\_\_\_

Email and Website \_\_\_\_\_

