



SARANAC LAKE WINTER CARNIVAL COMMITTEE

122nd Saranac Lake Winter Carnival

February 1 – 10, 2019

Theme: “Prehistoric Park”

Instructions to vendor:

All vendors wishing to participate at the 2019 Saranac Lake Winter Carnival (“SL Winter Carnival”) must submit a signed Vendor Agreement (“Agreement”) with a check representing the Initial Deposit (“Deposit”) as soon as possible but no later than January 11, 2019. Please contact Martin Marks at the contact information provided below for the amount of the Deposit. Once the agreed Deposit is received, the Agreement will be considered by the Saranac Lake Winter Carnival Committee (“SLWCC”). If approved, the Vendor will receive a written acceptance letter with any other terms deemed appropriate.

VENDOR AGREEMENT

1. Vendor agrees to submit a Deposit in the amount of \$ _____ with this agreement. The final amount due will be determined as described in paragraph 2 below. If Vendor is in arrears for any prior years, such amounts must be paid, plus a late charge equal to fifteen (15%) percent of the arrears, before any current agreement will be approved.
2. *Unless other financial arrangements are proposed by either the SLWCC or Vendor and approved in writing by both the Vendor and the SLWCC*, the final amount due will be ten (10%) percent of the gross revenues received by the Vendor during the Winter Carnival at the location described in paragraph 7 below.
3. Proof of all gross revenues must be submitted to the SLWCC or its designee by no later than March 10, 2019. The SLWCC will promptly review any documents submitted and either 1) request payment for any additional funds due over the Deposit as determined by the SLWCC, 2) provide a refund for any excess payment as determined by the SLWCC, or 3) request additional documentation needed by the SLWCC or the designee to make a final determination of the gross revenues. If additional documentation is requested and not supplied by the Vendor within thirty (30) business days of such request, it shall be deemed a waiver by the Vendor to submit any additional documentation and the Deposit shall be deemed to be the final amount due. Cancellations after January 28, 2019 for any reason other than weather related shall result in the forfeiture of the deposit described above.
4. Vendor is responsible for securing an operating permit from the NYS Dept. of Health (if applicable) in a form deemed satisfactory by the SLWCC and submit said permit to the Saranac Lake Winter Carnival Committee (“SLWCC”) for review by no later than January 2, 2019. Said permit must be prominently and publicly displayed at all times while vendor is in operation with at least two (2) additional copies of said permit available at the location for personal viewing by any SLWCC official upon request.
5. If requested, vendor shall supply a Certificate of Insurance, in a form deemed satisfactory by the SLWCC naming the “Saranac Lake Winter Carnival Committee” and the “Village of Saranac Lake” as additional insureds.
6. Vendor agrees not to use the word “Official” to describe any merchandise without prior written consent from the SLWCC.
7. Vendor understands and acknowledges that the Vendor’s location will be assigned by the SLWCC and that no changes may be made without the prior written consent of the SLWCC. All items of personal or business property used by vendor must be kept on or within one (1) foot of the location during the entire duration of the Winter Carnival and not brought and left at the location until this Agreement is approved by the SLWCC or Thursday, January 31, 2019, which is later. This does not include personal vehicles used by Vendor or his/her employees for transportation.

