



# ST. JAMES CHAMBER OF COMMERCE

S E R V I N G O U R C O M M U N I T Y

P.O. Box 286  
St. JAMES, NY 11780  
631•584•8510  
[www.StJamesChamber.org](http://www.StJamesChamber.org)

Dear Vendors,

The St. James Chamber of Commerce will hold its 30th Annual **ST. JAMES DAY** on **SUNDAY, OCTOBER 1, 2017** along Lake Avenue in St. James. The road will be closed to traffic. Throughout the day there will be entertainment. We always draw a terrific crowd. The day will begin at 11 a.m. and end at 5 p.m.

**IMPORTANT – Please read the following guidelines:**

- 1) The cost of each (10'x10') space is \$125. (\$150. after 8/15/17, if available, *no exceptions*). A special nonprofit rate is available at \$75 per (10'x10') space (organizations must submit proof of nonprofit status with application). Food vendors are \$350. and must be Board of Health Certified (spaces are limited). **No tables are available, please bring your own! No Electric is provided. You must make your own arrangements or bring your own generator.**
- 2) **NO RAIN DATE – NO REFUNDS – NO EXCLUSIVES - *No exceptions*.** Please do not ask us to bend these rules. Over the past years we have found that things run smoothly if we follow them without exception.
- 3) In an effort to make **ST. JAMES DAY 2017** enjoyable for everyone – vendors will not be permitted to sell nuisance items such as silly string, stink bombs, etc. or illegal or dangerous items (knives, etc.). We also ask vendors not to give away balloons as they get loose and end up on our beaches causing injury to marine life.
- 4) In compliance with New York State Department of Taxation and Finance regulations all selling vendors (including party plans, i.e. Avon, Tupperware, Mary Kay) **must have a valid NYS Certificate of Authority** number (resale tax number) in order to participate in ST. JAMES DAY. You must bring this certificate with you to the event and must post it in your booth. **You must also include a copy with your application.**  
If you do not have a valid number you can obtain one by going online to [www.licensecenter.ny.gov](http://www.licensecenter.ny.gov) and filling out the application for a NYS Certificate of Authority. You will be issued a resale number. This number is good for all of 2017 and there is NO cost for this. For further information call 518-485-2889.
- 5) Check-in and set-up will begin at 7:30 a.m. on Sunday, October 1, 2017. Specific set-up instructions will follow approximately ONE WEEK prior to the event. Vendors are required to stay for the entire day as the road will be closed to traffic.

We look forward to a successful day for everyone. For further information, call 631-584-8510.

Yours truly,

*Carole*

Carole Kilgannon  
St. James Day Vendor Coordinator

*Ruth*

Ruth Garthe  
St. James Day Chairperson

**YOU MUST INCLUDE A COPY OF YOUR SALES TAX  
CERTIFICATE OF AUTHORITY WITH APPLICATION**

# ST. JAMES DAY CRAFTS & THINGS

## – APPLICATION –

**SUNDAY, OCTOBER 1, 2017**

• NO RAIN DATE • NO REFUNDS • NO EXCLUSIVES

PO BOX 286 • ST. JAMES, NY 11780 • 631-584-8510

OFFICE USE ONLY – DO **NOT** WRITE IN THIS BOX

VENDOR # \_\_\_\_\_ SPACE # \_\_\_\_\_  
DATE REC'D. \_\_\_\_\_  
CHECK # \_\_\_\_\_ AMOUNT \_\_\_\_\_

**PRINT CLEARLY**

NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

MERCHANDISE TO BE SOLD: (PLEASE NO NUISANCE ITEMS) \_\_\_\_\_

COMMENTS/ PLACEMENT: \_\_\_\_\_

**You MUST Fill Out Completely the One That Applies to You:**

1) NY State Sales Tax Resale # \_\_\_\_\_ (APPLIES TO ALL SELLING VENDORS)

**\*\*You MUST include a copy of your Sales Tax Certificate of Authority\*\***

2) **Special Reduced Rate (\$75.) - Nonprofit Tax Exempt # :** \_\_\_\_\_ **Signature** \_\_\_\_\_

3) "I will not be selling anything, just handing out literature."

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

**EACH SPACE IS \$125.00 (10 FT. SPACE) • \$150.00 if postmarked after 8/15/2017**

**NONPROFIT ORGANIZATIONS: \$75.00 (Must Submit Exempt Nonprofit Status w/Application)**

**FOOD VENDORS \$350 00\*(Board of Health Certification Required) - Limited Spaces Available**

**NO Food Vendors will be accepted after 8/31/17 (NO EXCEPTIONS)**

#OF SPACES: \_\_\_\_\_ AMT ENCL: \$ \_\_\_\_\_

**PLEASE NOTE:** The St. James Chamber of Commerce has the right to refuse entrance to any vendor at their discretion (i.e., not following regulations, problems with other vendors, abusive behavior, unclean space, etc.). In the event you are not accepted, a letter will be sent to you. Your cancelled check is your confirmation of acceptance. A "VENDOR LETTER" will be sent out approximately 1 week before the show. You will need this letter to set up at the show.

**HOLD HARMLESS:**

"I agree to hold harmless the ST. JAMES CHAMBER OF COMMERCE, INC. and the Town of Smithtown, its officers, employees, volunteers, and other participants from any and all demands, claims and liabilities on account of any illness, injuries, losses and damage to property which may have been caused by or resulted from participation in the above event."

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Mail To: ST. JAMES CHAMBER OF COMMERCE • PO BOX 286 • ST. JAMES, NY 11780**