



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

Dear Vendors,

The St. James Chamber of Commerce will hold its 31st Annual **ST. JAMES DAY** on **SUNDAY, SEPTEMBER 30, 2018** 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 2018** 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 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 2018 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, September 30, 2018. 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, SEPTEMBER 30, 2018

• **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 8/15/18

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 8/31/18 (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