



Vendor Rules, Regulations & Responsibilities

The undersigned agrees to exhibit at the Carmel Spring Fair, to be held on May 16, 2026 (rain date May 17, 2026) and to comply with the rental requirements as stated:

Vendor/Organization vehicles:

NO vehicles will be allowed on Route 52 from 10:15 am – 4:15 pm. Set up is from 9:00 am to 11:00 am. ***Any vendor arriving after 11:00 am may have their location changed with no cancellation or refund given.** Breakdown will only start after an announcement is made at 4:00 pm the same day. All displays must be completely staffed and operating during the full hours of the Spring Fair.

Vendor/Organization space and location:

The 2026 Spring Fair Committee agrees to supply the vendor space that shall measure no less than 10' x 10'. Vendors can purchase as many spaces as they choose. Solely the Vendor/organization shall use the contracted space as stated in their written display plans and the vendor/organization shall not assign or sublet any portion of said space.

Equipment & Clean-Up:

Vendors/Organizations must supply their own tables and equipment. Supplies must be stored neatly within said space. Vendors must keep their assigned area clean of rubbish and paper. At the conclusion of the event, the space must be left free of packing and display materials. Vendor/organization agrees to remove all equipment, personal possessions and refuse from their space by 5:00 pm on May 16, 2026 (or in event of rain date, May 17, 2026)

***If a tent is being used, state law requires a tent to be weighted down with a minimum of 25 pounds per leg.**

Vendors requiring electricity **MUST** rent their own generator, (if must be quiet). There is **NO** electricity available. There are no exceptions.

All fees are non-refundable. The event has a rain date and will be held either on the original date or the rain date.

We require all vendors to provide their own liability insurance coverage. By signing this agreement, your (the vendor/organization) holds the Greater Mahopac-Carmel Chamber of Commerce not responsible in the event of any injury, property damage or loss.

General Restrictions:

Management reserves the right to: Exclude or reject any applicant that, at the managers sole discretion are deemed inconsistent with the overall atmosphere of the Carmel Spring Fair, incompatible with other exhibitors; restrict or remove, without a refund, exhibitions that have been falsely entered or are deemed by Management as unsuitable objectionable. All craft vendors must only be making and selling crafts, no other items or promoting other businesses.

Exhibit restrictions:

Vendor/Organization's space must face toward the inside of Route 52: All temporary tent structures must be open on three sides and weighted down; All vendors shall not encroach on any other vendor's space. No music is to be played at your vendor table; no pets or animals are allowed without prior approval. (Service animals excluded)

THIS VENDOR FORM & THE RULES, REGULATIONS & RESPONSIBILITIES FORM
MUST BE SIGNED AND DATED



Liability:

Neither the Town of Carmel or the Greater Mahopac Carmel Chamber of Commerce shall be held responsible against any and all claims that arise from displaying in this fair. Upon receipt of this form by the Greater Mahopac-Carmel Chamber of Commerce, this agreement shall become a binding and enforceable contract between the parties. In the event the Vendor/Organization fails to occupy or use their rented space by the opening of the Spring Fair on May 16, 2026, the Vendor/Organization shall forfeit all rights to the space, all prepaid rentals, and upon demand pay any balance due.

Food Vendors:

All food vendors are required to have their Putnam County Food Vendor Board of Health permit with a copy provided to the Chamber Office no later than May 1, 2026.

In addition, ALL Vendors must provide a Certificate of Liability Insurance naming the Greater Mahopac Carmel Chamber of Commerce as additional insured. All vendors/organizations without this above information shall be refused entry and set-up for the Spring Fair.

NO ALCOHOL PERMITTED FOR SALE OR OFFERING

There are no exceptions to the rules, regulations and responsibilities stated above unless approved in writing by the Greater Mahopac Carmel Chamber of Commerce no earlier than 10 days prior to May 16, 2026.

Vendor/Organization Authorized Signature

Signature

Printed name

Date: _____

THIS VENDOR FORM & THE RULES, REGULATIONS & RESPONSIBILITIES
MUST BE SIGNED AND DATED



Carmel Spring Fair Vendor/Organization Application

Saturday, May 16, 2026 – 12:00 pm – 4:00 pm

Rain date: May 17, 2026

Business Name:

Contact Name: _____

Contact Phone: _____

Email Address:

Product(s) you will be displaying or selling:

Please note: Vendor spaces are limited, available on a first-come, first-served basis!

Please fill out the chart below with the number of spaces and the type you require. You may purchase as many spaces as you like. Remember, if your display is too large upon the date of the Spring Fair, you will not be allowed to set up in the adjoining space. Businesses on Route 52 (between Fair Street and Gleneida Avenue) are allotted one (1) free space in front of their business. ***Fees are non-refundable. Proof of insurance needed by May 1, 2026. (Liability insurance available. Contact the Greater Mahopac-Carmel Chamber of Commerce for information. **I/We will use the space as exclusively stated in the plans.**

Signature: _____

Date: _____

THIS VENDOR FORM & THE RULES, REGULATIONS &
RESPONSIBILITIES FORM
MUST BE SIGNED AND DATED