



NATIONAL  
LIGHTHOUSE  
MUSEUM

in association with Staten Island Creative Community and Creative Photography Guild

CONTRACT FOR FOOD VENDORS

**Lighthouse Point Festival: An Arts and Crafts Festival with Maritime Character  
Saturday, September 29, 2018 from 12 p.m. to 6 p.m.  
The Promenade at Lighthouse Point and Pier 1 / National Lighthouse Museum**

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Type of Food: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell#: \_\_\_\_\_

Email: \_\_\_\_\_

\$100\* / Single Space – 10' x 10' \_\_\_\_\_

\$200\* / Double Space – 20' x 10' \_\_\_\_\_

\*All vendors must pay this one-time, non-refundable fee (paid in-full with signed contract by 09/03/18). An optional 10% donation of gross sales to the National Lighthouse Museum would be appreciated.

Total Payment: \_\_\_\_\_

Payment Method: Cash: \_\_\_\_\_

Check #: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

**Set-up: 9:00 a.m. to 11:30 a.m.**, vehicles can be driven down The Promenade to unload at 9:00 a.m. and must be off The Promenade (with an exemption for food trucks) by 11:30 a.m.

**Take-Down: 6:00 p.m. to 7:30 p.m.**, vehicles can be driven down to The Promenade to load at 6:00 p.m. and must be off The Promenade by 7:30 p.m.

**All vendors will need to supply their own** tables, chairs, displays, and/or pop-up tents. Be advised The Promenade is on the water and can be extremely windy with high wind gusts. Weights are required to hold down pop-up tents and other equipment and supplies. No electricity will be available.

**All vendors understand** the Festival will take place regardless of the weather (“rain or shine”). Refunds will not be issued for inclement weather.

**Booth/ space assignments** are determined by the Lighthouse Point Festival Planning Committee. Booths/assigned spaces must be left in the condition the vendor found it. All garbage must be disposed of by all vendors in a designated garbage location at end of Festival.

**All vendors are responsible for** sales tax collection, as well as all required insurance, licenses and food permits. Only food specified in contract may be sold.

**Vendor hereby agrees to indemnify** and hold harmless the National Lighthouse Museum, Staten Island Creative Community, and Creative Photography Guild and all their managers, officers, sponsors, employees, agents, and guests from any injury that may arise to Vendor, their employees, agents, guests, or customers; or for the loss, theft, or damage to any food, display, merchandise, samples or vehicle from any cause whatsoever while in transit to or from, or while participating in the Festival.

**When Acts of God** or any other causes not within the control of the National Lighthouse Museum, Staten Island Creative Community, and Creative Photography Guild make it impossible for the vendor to occupy the Festival premises, then in such case, the National Lighthouse Museum, Staten Island Creative Community and Creative Photography Guild their officers, sponsors, employees, agents, and guests are jointly released from any and all claims which may arise as consequence thereof.

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**Submit completed contract with payment** via mail to: Tina Cuadrado, National Lighthouse Museum, 200 The Promenade at Lighthouse Point, Staten Island, NY 10301 or email to [ccuadrado@lighthousemuseum.org](mailto:ccuadrado@lighthousemuseum.org).

**Completed contract and payment must be received no later than: Monday, September 3, 2018**  
Space reservation will only be made with receipt of completed contract and payment.

I accept the rules, conditions, and terms of this contract:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_