

CITY OF KINGSTON

Steven T. Noble
Mayor



Elisa Tinti
City Clerk

City of Kingston Event Vendor Application 2025

If food and/or merchandise vendors will be participating, a vendor application and \$50 fee must be submitted for each vendor

Name of Vendor: _____

Phone Number: _____ E-mail Address: _____

Name of Event: _____ Date of Event: _____

1. If applicant is employed list name and address of employer. Also list credentials establishing relationship

2. Applicant's drivers license # as issued by NYS Department of Motor Vehicle _____
3. If applicant proposes to operate a vehicle in connection with vending please describe applicable below :

Cart _____	License # or other identification _____
Vehicle _____	License # or other identification _____
Other _____	License # or other identification _____
4. Description of goods, wares and merchandise desired to sell or the type of service applicant desires to perform and method of distribution. _____

5. If the applicant is a corporation or association, the name address and title of the officer upon whom process or other legal notice may be served: _____
6. New York State sales tax identification number or social security #: _____
7. It is the responsibility of the vendor to secure approval from the Ulster County Health Department to serve or sell food
8. No Alcohol may be served or sold without proper licensing through the New York State Liquor Authority
9. **A certificate of liability insurance in the amount of \$1,000,000 (one million) listing the City of Kingston as an additional insured must accompany this application.**

HOLD HARMLESS AGREEMENT (PURSUANT TO SECTION 61-5(F) OF THE CITY OF KINGSTON CODE

It is hereby agreed and understood by and between _____, hereinafter referred to as "Vendor", and the City of Kingston, hereinafter referred to as the "City" that the "Vendor" or heirs, executors, administrators, successors and assigns agrees to hold harmless and indemnify the "City" from all actions cause of actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgements, extent, executions, claims, and demands whatsoever in law, admiralty or equity arising out of the "Vendor's" business within the City of Kingston.

Vendor Applicant (print name) _____ Signature _____ Date _____

The issuance of a "Vendor Permit" does not guarantee you a particular space. The City of Kingston and other groups, sponsor events in various locations throughout the City. It may be necessary for you to move your vending operation during these events if said operation interferes with the event.

Vendor Applicant (print name) _____ Signature _____

Vendor application, and fee must be handed in to City Clerks Office no later than 48 hours prior to event. Vendor permit will be issued by City Clerk's Office and must be prominently displayed during the entire event.