



# THE MEDIEVAL FESTIVAL AT FORT TRYON PARK

SUNDAY OCTOBER 2, 2022  
11:30 AM - 6:00 PM  
RAIN OR SHINE

## NON-FOOD - VENDOR APPLICATION - \$425.00

Thank you for your interest in the Medieval Festival @ Fort Tryon Park!

The 36th Annual Medieval Festival will be held on Sunday, October 2nd, 2022, at Fort Tryon Park in Upper Manhattan. The event is sponsored by Washington Heights & Inwood Development Corp. and New York City Department of Parks and Recreation.

Estimated festival attendance is 60,000 attendees on that Sunday. Applications are accepted for review until August 30th, 2022. If space is available, late applications may be considered with a \$25 late fee. Our receiving of an application does not mean automatic acceptance into the festival. Applications will be reviewed and notification provided via email. All information, maps, set-up times, permits, sales tax, rules and regulations, will be emailed. The festival is held outdoors on city streets and parks. Vendor fees will only be refunded if the festival must be cancelled due to inclement weather, acts of God, or any other circumstance deemed necessary by festival and City officials. Please complete the vendor application and include it with your proposal. The proposal should be bound or in a binder, contain pictures and prices of all of your products, a brief bio about yourself and/or your business, and a listing of any fairs or festivals you have done or will be doing this year. Samples of your products or wares are encouraged but will not be returned. Mail the completed submission to Medieval Festival @ Fort Tryon Park, attention: Vendor Coordinator, 611 West 177th Street, New York, NY 10033.

All applicants will be notified by email of their acceptance or denial. Items not approved will not be allowed to be sold at the festival.

Shoppe structures whether they be permanent or temporary, must be medieval, period-appropriate and must be approved by the Festival Director.



611 WEST 177TH STREET, NEW YORK, NY 10033 | (212) 795-1600 (OFFICE) | (212) 781-4051 (FAX) | WWW.WHIDC.ORG

**Damion DiGrazia,**  
**Festival Director**  
611 West 177th Street  
New York, NY 10033  
medfest@whidc.org  
(917) 326-0893



This application is subject to review and will not be considered unless each item is fully completed and accompanied by payment in full. Any bounced checks will be assessed an additional fee of \$50.00.

Date: Sunday, October 2nd, 2022, (open to public from 11:30 AM to 6:00 PM)

**VENDOR NAME: (AS IT SHOULD APPEAR IN PROGRAM):** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **ON-SITE FESTIVAL DAY PHONE:** \_\_\_\_\_

**DRIVER'S NAME ON FESTIVAL DAY (FOR ONE VEHICLE):** \_\_\_\_\_

**TYPE OF VEHICLE:** \_\_\_\_\_ **LICENSE # AND STATE:** \_\_\_\_\_

**PAYMENT:** Checks and/or Money Orders should be made payable to: "WASHINGTON HEIGHTS & INWOOD DEVELOPMENT CORPORATION" or "WHIDC". Or you may Zelle payment to: (347) 262-4159. All payments made under this contract are non-refundable unless the Medieval Festival is canceled in its entirety.

**MEDIEVAL THEME:** Booths should be made to look MEDIEVAL as accurately as possible. All vendors MUST wear medieval (no pirates, aliens, jeans, t-shirts, or cowboy) costumes. Festival coordinators reserve the right to move or remove booths of non-complying vendors and to not invite vendors back in the future.

**Initial:** \_\_\_\_\_

**PROGRAM:** In six words or fewer, describe your goods or services as they should appear in the program:

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**EXACT DESCRIPTION & PRICE RANGE OF MERCHANDISE.** List below all items which will be sold or distributed at the festival and price ranges (subject to approval by WHIDC). Use additional pages, if needed. All exhibits, merchandise, and food/drink must be medieval in nature, theme, and/or style. **No "fantasy" or science-fiction items are allowed.** No items may be added/deleted at the festival without advance approval by the Festival Director. All vendors must wear medieval costumes.

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**DESCRIPTION of BOOTH/TENT (materials, size, etc.):**

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Enclosed on sides/back: Yes  No  Specific location preference\*: \_\_\_\_\_

\*SPACE ASSIGNMENTS WILL BE GIVEN CONSIDERATION IN THE ORDER THAT THE CHECKS AND APPLICATIONS ARE RECEIVED!

PLEASE NOTE THAT DUE TO NYC POLICE REQUIREMENTS, THE LAYOUT OF THE FESTIVAL AND LOCATION OF VENDORS MAY BE ALTERED FROM PREVIOUS YEARS.

**Check other requests:** *(Festival Director will try to accommodate your requests)*

Power  Overhead Clearance  Pavement  Grass

**SPACE:** This agreement entitles you to a 12' x 12' vendor's space as assigned by Washington Heights & Inwood Development Corporation (WHIDC) and may not be changed without WHIDC's permission. Additional fees may be required if space requested, and then granted, is larger than 12' x 12'.

Total Space Requested (if larger than 12' x 12'): \_\_\_\_\_ *(call for pricing)*

**Initial:** \_\_\_\_\_

Vendors may not subcontract to other individuals or businesses to sell, offer, or display, additional products or services, nor shall vendors substitute items or services listed above without WHIDC's express (advance) consent. Vendors must occupy assigned spaces only and must confine their activities and all merchandise, equipment, cases, or packing materials within marked boundary lines.

**DISPLAYS & CLEAN-UP:** Vendors must supply their booth, equipment, containers, tables, chairs, display, any water or ice required, or anything else required to function. Set up begins at 6:30 AM on the day of the festival. Display must be always attended during selling hours and vendors must be ready for customers no later than 10:30 AM. Display must be in good taste, kept tidy, and all modern equipment, packaging, etc., must be kept out of public sight. Vendors are responsible for maintenance and clean-up of space during and upon conclusion of the festival and for keeping space free from any conditions which might be dangerous to persons coming into the Park. Vendors must provide their own trash bags and are responsible for removal and disposal of same and for complying with applicable NYC recycling law.

**PARKING:** No vehicles will be permitted on the festival grounds between 10:30 AM and 6:30 PM (at the discretion of the NYC Police Department). Unauthorized vehicles will be towed away at the owner's expense. Upon arrival at the festival, each vendor will receive one parking permit which will be valid for parking one vehicle off-site. But for exceptional circumstances, all parking will be assigned off-site. Additional permits may be issued only by advance request to WHIDC, by phone, and with justification.

**PRESENCE OF ANIMALS:** The presence of any animal or bird is prohibited unless written approval by WHIDC is secured in advance. This is a liability issue.

**INSURANCE:** A VALID "ACORD"-TYPE INSURANCE CERTIFICATE EFFECTIVE ON THE DATE OF THE FESTIVAL and NAMING THE FOLLOWING AS ADDITIONAL INSURED:

**WHIDC, 611 WEST 177th STREET, FRONT A, NEW YORK, NY 10033 AND**

**CITY OF NEW YORK PARKS AND RECREATION, THE ARSENAL, CENTRAL PARK, 830 FIFTH AVENUE, NEW YORK, NY 10065**

**LIMITS OF LIABILITY:** In consideration of the privilege of attending the festival, and payment of the application fee, which is below the actual prorated costs of the festival, the applicant, on behalf of their/its respective relatives, heirs, assigns, executors, and administrators (collectively the applicant) hereby permanently and irrevocably waive any and all actions, claims, demands, suits, and proceedings of any kind and nature against WHIDC as producer and co-presenter of the festival, and against the City of New York Department of Parks and Recreation, as co-presenter of the festival and their respective officers, directors, representatives, agents, consultants or employees, affiliates, predecessors, successors in interest and assigns (collectively the sponsors) arising out of direct or indirect action of any kind or nature, whether now known or hereafter discovered, and the applicant, by their/its signature hereon, forever releases and discharges the sponsors from any losses, liabilities, damages, costs, or expenses (including without limitation, reasonable attorneys' fees) (collectively "losses") with respect thereto. The applicant further agrees that they/it will indemnify, defend, save, and hold harmless the sponsors from any losses sustained by them/it which directly or indirectly result from or arise out of any action or failure of action by the applicant.

Initial: \_\_\_\_\_

**VIOLATIONS:** Any applicant who violates any of the terms and conditions of this application may lose the privilege of participating in the festival, without refund.

**RAINDATE:** The festival will go on rain or shine.

Signature below constitutes agreement by the undersigned to abide by all terms, conditions, and regulations. Please also initial at the place indicated on the bottom right of each page of the first three pages of this contract.

**AGREED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*Signature of Member Representative*

**PRINTED NAME OF MEMBER REPRESENTATIVE:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**

**FESTIVAL DIRECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVAL BY WHIDC:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## AFTER THE SUBMISSION

If accepted to the Medieval Festival @ Fort Tryon Park you will receive a packet containing our rules and regulations, our building standards, your acceptance letter, a map with your location clearly marked, and your contract. You will have approximately 30 days to pay your vendor fees. However, please note that all payments are due by August 30, 2022, at the latest. The contract we offer becomes null and void if your required fees are not paid within the allotted time.

All tent designs must be approved by the Festival Director. You will be required to provide your own tent and floor.



**Initial:** \_\_\_\_\_