

## 2018 Agreement for MfX'GU'Y'J YbXcfg

**Before the Yard Sale** When and where it is | Space rental size and cost | To reserve a space | Xgpf qt" Eqordinator info | What you may and may not sell | Who benefits? | Refunds | If we cancel

**Day of the Yard Sale:** When to arrive | Getting your space assignment | About parked cars | Emergency matters

**After the Yard Sale:** Cleaning up

### Signature section

The [ ctf "Ucrg is a great way to turn your items into quick cash -- and have a wonderful time in the process! The live music, bargains and crowds make our [ ctf "Ucrg the most eagerly anticipated block party on the Upper West Side.

This is the information prospective [ ctf "Ucrg'Xgpf qtu"\$Xgpf qtu\$+need to know about the Block Association's [ ctf "Ucrg. A *signature page of this Yard Sale Vendor agreement* is at the end of this document and is also attached as a separate document.

### Before the Yard Sale

The **2018 Yard Sale** will take place Saturday, Ugr vgo dgt "4; <sup>h</sup> from 10:00 a.m. to 5:00 p.m. The [ ctf "Ucrg is held outdoors on 104th Street between West End Ave. and Riverside Drive.

#### Space rental size and cost:

Each space measures 10 feet wide by approximately 8 feet deep. The fees are:

- \$50 \*\* Discount rate for a West 104 Block Association Members \*\*
- ~~\$\$\$~~\$60 for non-block residents
- \*\*Early Bird Special\*\* \$5.00 discount if you sign up before September 1<sup>st</sup>

There approximately 65 spaces. We do not sell half-spaces although you're welcome to share your space with a friend. (*A single check should be sent for the space*). You must bring your own tables, racks and chairs. We are not able to supply these items but a bathroom is available.

#### To reserve a space (2 choices Email or US "snail" mail)

To receive your confirmation via **Email (highly recommended):**

Print 1 copy of only the *signature page of this Xgpf qt agreement*, sign and drop it off or send it via US postal mail to the address below along with your check. Your registration receipt will be sent to you via Email

To receive your confirmation via US Postal Mail (slower method):

Print **2** copies of the *signature page of this agreement*, sign both and drop off or send both copies and your check along with a Stamped Envelope, addressed back to you, to the address below. If there is no Stamped Self Addressed Envelope included we cannot confirm your space.

We will begin accepting reservations on **June 19** and will continue up to Ugr go dgt"42.

<b>SEND TO BLOCK ASSOCIATION</b>	Include Payment -	-You must include a check or money order made payable to the West 104th St. Block Association.
	Forms to Send -	- For Email Confirmation: Send only 1 signed copy of the signature page of this agreement.  - For US Postal Mail Confirmation: Must send two signed copies of the signature page of this agreement
<b>YOU WILL RECEIVE</b>	Your Confirmation	-Email Confirmation: An email will be sent to you as your confirmation.  -Postal Mail Confirmation: Must include a stamped self-addressed envelope (SASE). Confirmation will be mailed back to you via US Post.

Once your check clears, you will receive a confirmation by US postal mail or e-mail that your space is reserved.

Each space will be assigned a specific space the night before the event. If you use e-mail, we will e-mail you your space assignment by 10 PM the night before the event. **No sooner.** Please **do not phone** asking for your space assignment number. If you do not choose confirmation via email, you can get your assigned space from any of the "Coordinators" on the block when you arrive at the event.

TOP

**Block Coordinator**

**Gary Waskow**

320 Riverside Dr., #8G

New York, NY 10025

212 932 9082

A cell phone number will be post on our website the evening before the event. Call it to notify the Block Coordinator on the morning of the event if you will be late. If you have not arrived by 10:00 a.m. *or have not called* the Block Coordinator by then to let them know you will be late, we will consider you a no-show and can re-sell your space.

**What you may and may not sell**

Space may sell or trade just about anything, **but NOT food and drinks. Books may not constitute more than 50 percent** of your stock. In the past we have found that used items work best; new items tend not to do well. This is, after all, a Block!

**Who benefits from the Yard Sale ?**

The West 104<sup>th</sup> Street Block Association raises money for its activities and programs by contributions, fees from spaces and from offerings of books, T-shirts, and silent auction items.

Funds raised are used to pay for a block security patrol and for beautification. Xgpfqtu" keep their own proceeds.

### Refunds

If you need to cancel before Ugr vgo dgt"42, we can refund your payment or you may donate the fee to the Block Association. If you cancel between Ugr vgo dgt"42 and 46, we will refund your payment only if we are able to re-sell your space.

Refunds are not possible if you cancel after Ugr vgo dgt"46. There is no refund if you do not show up on the day of the [ ctf "Ucrg or if we have to postpone to the following Sunday and you cannot make the rain date. We have only postponed once in 25 years but plan accordingly.

### If there is a possibility of a cancellation due to bad weather- Do a 9:00 PM Check

On Friday night before the sale (or on a Saturday night if sale has already been postponed due to weather) at 9 PM, check for email or call our answering machine for notice to stand-by until 7 AM the next morning when a final decision will be made. At 7 AM the next day, emails will be sent and the phone message updated to confirm if sale is cancelled or postponed. You can update yourself by any of the following three methods:

- If you have given us your e-mail address	We will send you an e-mail message
- If you have no e-mail or Internet access	Call 212 932-9082 to hear a pre-recorded status message

Only if thg"[ ctf "Ucrg is canceled can we refund fees.

## Day of the Yard Sale

### When to setup

You should arrive and start setting up at 8:00 a.m. on the day of the event. If you haven't arrived by 10:00 or haven't called the Vendor Coordinator's cell phone by then to let him know you will be late, we will consider you a no-show and may offer your space to someone else. The coordinator's cell phone number will be included in notification emails and posted on the website on the evening before the event. Once most Vendors have set up you may not be able to drive your car to your space so arrive early.

### Getting to your assigned space

Vendor spaces are numbered. See one of the Vendor Coordinators who will direct you to your assigned space. (If you provided us with your e-mail address, we will have e-mailed you your space assignment number the night before and you can locate it yourself. Please do not phone asking for your space assignment number.)

### About parked cars on the block

The block association makes every effort (including asking the police to tow violators) to remove parked cars from the block. We cannot guarantee, however, that your space will be car-free. We are sorry but we cannot reassign you to a car-free space. If your space has a car in it, please be aware that the driver may show up at any time and need to move off the block. We ask for your patience and understanding.

### Emergency matters

New York City fire department regulations require that we leave five feet free on either side of

our two fire hydrants. The police department also requires that we leave enough room down the middle of the street for emergency vehicles (fire, police, and ambulance) to pass. Please cooperate by not spilling over into a fire hydrant space or too far into the middle of the street. Your space measures 10 feet wide by approximately 8 feet deep.

### **After the Yard Sale**

The Yard Sale is over at 5:00 p.m. We hope you will have had a profitable and fun day!

### **Cleaning up**

You are responsible for cleaning up your space at the end of the day. **The block association can provide you with two large garbage bags if needed. Just ask one of the coordinators. You must place all trash and leftover items into bags, seal them and bring them down 104th St. on the corner with Riverside Drive.** If you do not bring your bagged, leftover items to the corner, and your space has not been cleaned, you will not be permitted to participate in next year's Yard Sale.

## Signature Section

I have read this document containing information for Yard Sale Vendors interested in participating in the West 104th St. Block Association's Yard Sale. I agree to its conditions by signing below and *mailing two copies of this signature page along with my payment and either a SASE or my e-mail address to the Vendor Coordinator. (If you prefer confirmation via email, send your payment and only one copy of the signature page and no SASE).*

YOUR SIGNATURE	DATE
Signature	Date
First Name	Cell Phone
Last Name	Evening Phone
Number, Street and apartment	Day Phone
Address 2	Location Preference (Top: near WEA, bottom: near RSD, middle, other)
City      State      Zip	Type of items to be sold (Ex. toys, jewelry, crafts, household, other?)
Email Address	
Mail to: Gary Waskow 320 Riverside Drive, Suite 8G New York, NY 10025	

BLOCK ASSOCIATON USE ONLY:

Date Received -----

Confirm Sent [ ]

Email ----- US Post -----