

2019 Agreement for Yard Sale Vendors

Before the Yard Sale: When and where it is | Space rental size and cost | To reserve a space | Vendor Coordinator 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

The Yard Sale 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 Yard Sale the most eagerly anticipated block party on the Upper West Side.

This is the information prospective Yard Sale Vendors ("Vendors") need to know about the Block Association's Yard Sale. 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 **2019 Yard Sale** will take place Saturday, September 21st from 10:00 a.m. to 5:00 p.m. The Yard Sale 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 1st**

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 Vendor 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 11** and will continue up to **September 14**.

SEND TO BLOCK ASSOCIATION	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 Yard Sale member agreement. - For US Postal Mail Confirmation: Must send two signed copies of the signature page of this Yard Sale agreement.
YOU WILL RECEIVE	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 Vendor 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 Yard Sale. 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 “Yard Sale Coordinators” on the block when you arrive at the Yard Sale.

Yard Sale Coordinator

Gary Waskow

320 Riverside Dr., #8G

New York, NY 10025

212 932 9082

A cell phone number will be available on our answering machine the morning of the event. If you will be late, you must call the Vendor Coordinator on the morning of the event. If you have not yet arrived by 10:00 a.m. and have not called us, we will consider you a no-show and can re-sell your space.

What you may and may not sell

Vendors 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 Yard Sale!

Who benefits from the Yard Sale ?

The West 104th 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. Vendors keep their own proceeds.

Refunds

If you need to cancel before September 12th, we can refund your payment or you may donate the fee to the Block Association. If you cancel between September 12 and 16, we can only refund your payment if we are able to re-sell your space.

Refunds are not possible if you cancel after September 16. There is no refund if you do not show up on the day of the Yard Sale or if we have to postpone to the following Sunday and you cannot make the rain date. We have only postponed once in 29 years but plan accordingly.

If there is a possibility of a cancellation due to bad weather- Do a 10:00 PM Check

On Friday night before the sale (or on a Saturday night if sale has been postponed due to weather) at 10 PM, if you have not already received an email you can 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 the sale is cancelled or postponed. You can update yourself by any of the following two methods:

Email 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 prerecorded status message

Only if the Yard Sale is canceled can we refund fees.

Day of the Yard Sale

When to setup

You should arrive and start setting up at 8:00 AM. on the day of the event. If you haven't arrived by 10:00 and haven't called the Vendor Coordinator's cell phone to let us know you will be late, we will consider you a no-show and may re-sell your space. The coordinator's cell phone number will be available on our answering machine on the morning of 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 emailed 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).