

## 2024 Agreement for Yard Sale Vendors

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 need to know about the Block Association's Yard Sale. A signature page of this Vendor agreement is at the end of this document and is also attached as a separate document.

### Before the Yard Sale

#### When and where it is

The 204 Yard Sale, event, 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

The fee for a space, which is 10 feet wide by approximately 8 feet deep, is \$65.

We rent approximately 60 spaces. We do not sell half-spaces although you're welcome to share your space with a partner. (A single payment should be sent for the space). You must bring your own tables, racks and chairs. We are not able to supply these items.

#### To reserve a space (3 choices: Online, Email and US "snail" mail)

There are three ways to reserve a space in the Yard Sale. If you have questions please contact us at: [yardsale.104@gmail.com](mailto:yardsale.104@gmail.com).

**1) \*\* Fastest and Best Choice:** To reserve a space **Online via PayPal** (highly recommended), complete the following form. You will get an Email acknowledgement.

<https://bloomingdale.org/events-activities/yard-sale/yard-sale-vendors/>

**2) Email:** To reserve and receive your confirmation via **Email:**

You must send a signed **signature page** (see below) of this vendor agreement via US Postal Mail to the address below along with your check. Your registration receipt will be sent to you via Email.

**3) US Post:** To reserve and receive your confirmation via **US Postal Mail:**

Sign 2 copies of just the **signature page** of this vendor agreement. You must send both copies along with your check and 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.

**Vendor Form return address:**

Mary Jo Gennaro  
 Block Association Yard Sale  
 315 Riverside Drive Apt #7C  
 New York, NY 10025

We will begin accepting reservations up to **September 16th**.

If you are **NOT** using PayPal:

<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 –	<ul style="list-style-type: none"> <li>– For Email Confirmation: Send only 1 signed copy of the signature page of this Vendor agreement.</li> <li>– For US Postal Mail Confirmation: Must send two signed copies of the signature page of this Vendor agreement.</li> </ul>
YOU WILL RECEIVE	Your Confirmation –	<ul style="list-style-type: none"> <li>– Email Confirmation: An email will be sent to you as your confirmation.</li> <li>–Postal Mail Confirmation: Must include a stamped self-addressed envelope (SASE). Confirmation will be mailed back to you.</li> </ul>

Once your application form is received and your check or PayPal payment clears, you will receive confirmation by e-mail or by (U.S. Post if you request it) that your space is reserved.

You will be assigned a specific space **only at 10PM the night before the event**. If you have given us your e-mail, we will e-mail your space assignment to you by 10 PM the night before the Yard Sale. **No sooner**. Please **do not phone** to ask for a space assignment number. If you have not given us your email, you can get your assigned space location when you arrive at the Yard Sale from any of the “Yard Sale coordinators” (they will be wearing West 104th Street Block Association “Tee” shirts) on the block.

If you are going to be late, you must call the cell phone number that will be available on our answering machine **(212) 932-9082** the morning of the event. If you have not yet arrived by 10:00 a.m. and have not called that cell number, we will consider you a no-show and can re-sell your space.

### **What you may and may not sell**

Vendors may sell just about anything, **but NOT food and drinks. Nor is reselling of commodity products allowed, such as packaged household products. Books may not constitute more than 50 percent of your selling stock.** In the past we have found that used items sell best; new items tend not to sell well.

### **Who benefits from the Yard Sale?**

The West 104th Street Block Association raises money for its activities and programs by fees from spaces. Funds raised are used to pay for a block security patrol and for beautification. You keep all the proceeds from the sale of your own items.

### **Refunds**

If you need to cancel before September 16th, we can refund your payment, or you may donate the fee to the Block Association. If you cancel after September 15, we can only refund your payment if we are able to re-sell your space.

There is no refund if you do not show up on the day of the Yard Sale.

If there is a **possibility of a cancellation due to bad weather** – check with us the night before the Yard Sale.

On Friday night before the sale, at 10 PM, if you have not already received an email you can call our answering machine (212) 932-9082 for a 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 going ahead or is cancelled. You can get an update by one of the following:

– 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 message

If the Yard Sale is canceled, fees will be refunded.

### **Day of the Yard Sale**

#### **When to set up**

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 **(212) 932-9082** 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 it is best to arrive early.

#### **Getting your assigned space**

Vendor spaces are numbered along the curb. If you provided us with your e-mail address, we will e-mail your space assignment number the night before and you can locate it yourself. If you can't find your space, ask one of the Vendor Coordinators (they will be wearing "West 104th Street Block Association" tee shirts) who will direct you to your assigned space. 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, you can set up alongside it closer to the middle of the street but please be aware that the driver may show up late 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 from the curb to the center of the road.

**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. 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 the preceding Vendor Agreement containing information for Yard Sale Vendors and am interested in participating in the West 104th St. Block Association's Yard Sale. I agree to its conditions by signing below and *mailing or delivering this signature page along with my payment to the Vendor coordinator. A confirmation will be sent via email.*

_____ Signature	_____ Date
_____ First Name	_____ Cell Phone
_____ Last Name	_____ Evening Phone
_____ Number, Street and Apartment	_____ Day Phone
_____ Address 2	_____ Location Preference (North or South Side, near RSD, WEA or middle of block)
_____ City, State, ZIP	_____ Type of items to be sold (toys, jewelry, crafts, household, other?)
_____ Email	_____ @ _____ . _____

Mail to: Mary Jo Gennaro  
315 Riverside Drive, Apt 7C  
New York, NY 10925

BLOCK ASSOCIATION USE ONLY: Date  
Received \_\_\_\_\_ 2024  
Confirmation Sent on \_\_\_\_\_ 2024