

# West 104<sup>th</sup> Street Block Association

## The 36<sup>th</sup> Annual Yard Sale

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 large crowds make our Yard Sale the most eagerly anticipated block party on the Upper West Side.

This is the information that Yard Sale Vendors need to know about the Block Association's Yard Sale. The signature page of this Vendor agreement is at the end of this document.

### When and where it is

The Yard Sale will be held on **Saturday, September 26th** from 10:00 a.m. to 5:00 p.m. It is outdoors on 104th Street between West End Ave. and Riverside Drive, Manhattan.

### Space rental size and cost

The fee for a space is **\$85**. Spaces are 10 feet wide by approximately 8 feet deep, You can only pay for **up to 2 spaces**. Email us **before** paying, to request more.

We rent approximately 60 spaces. You must bring your own tables, racks and chairs. We are not able to supply these items. **Tents are NOT ALLOWED!** Do not bring them.

**Reserve your space early. We always sell out!** (No reservations taken after Sept. 21<sup>st</sup>)  
If you have questions, please contact us at: yardsale.104@gmail.com.

#### 1) **\*\* Fastest and Best Choice:** Reserve your space **Online via PayPal**

Go to our website at below: (**update link to go to sign up page of website**)

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

Follow steps to register for your space (by making your payment you agree to abide by the terms of this Vendor agreement)

We will send an Email with confirmation that you are registered for a space.

#### 2) **Pay By Check:** Reserve your space and pay by Check

Print out and sign a copy of the Vendor **signature form** (see below) send or deliver it to the address below along with your check made out to: **West 104 Block Association**. Your registration receipt will be sent to you via email.

### Return address for Vendor Forms:

Mary Jo Gennaro

Block Association Yard Sale

315 Riverside Drive Apt #7C

New York, NY 10025

Once your check or PayPal payment clears, you will receive your confirmation by e-mail.

## Getting Your Space Assignment

Spaces are assigned the **night before** the event. We will email 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 received your number, do not worry, you can get it when you arrive at the Yard Sale. Just ask one of our “Yard Sale coordinators” (they will be wearing West 104th Street Block Association “Tee” shirts).

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 to say you will be late, you will be considered a **no-show**, and we may have to re-sell your space.

## What you may and may not sell

Vendors may sell most items, **but NOT food and drinks. Nor is reselling of commodity products allowed, such as packaged household goods. 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 community 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 **5th**, we can refund your payment, or you may donate the fee to the Block Association. There is no refund **if you cancel after September 5th** or do not show on the day of the Yard Sale.

## Critical Announcements at 10 PM on the Night before the Yard Sale:

**Your Place Assignment:** On **Friday night before the sale, at 10 PM**, check for our email.

After 10 PM, only if you have **NOT** received any email from us, can you call the answering machine (212) 932-9082 for an update.

In case bad weather is expected, you may get an email notice to stand by until 7 AM the next morning when a final decision will be made. If we do ask you to stand by, we will send out emails then next morning at 7 AM to give you your place number or to indicate the Yard Sale has to be postponed.

## Day of the Yard Sale

### When to set up

You should arrive to start setting up at 8:00 AM. If you have not arrived by 10:00 and you have not 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** that morning. Once other Vendors are set up, it will be hard to drive to your spot, **so it is best to arrive early!**

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

Vendor spaces are numbered along the curb. 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 for help (they will be wearing "West 104th Street Block Association" tee shirts). **Do not phone** asking for your space number.

### **Parked cars on the block (there may be some)**

The block association makes every effort to clear the street, including asking the police to tow 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 another space. If your space has a car in it, you can set up alongside it; closer to the middle of the block. 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 Regulations**

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 will end at 5:00 p.m. We hope you will have a profitable and fun day!

### **Cleaning up**

You are responsible for cleaning up your space at the end of the day. To help you, towards afternoon:

#### **The Staff will deliver to you:**

- a. A clear bag for recyclables (bottles, aluminum, plastics)
- b. A black bag for regular garbage.

**Disposing of Trash.** Please separate your trash. To reduce waste, we are requesting that stand holders share the two bags with the next stand holders.

Please separate and break down cardboard.

Staff will come by starting **at 4 PM** to pick up any recyclables followed by regular trash and then cardboard.

If you have questions about any of this, please contact us at: [yardsale.104@gmail.com](mailto:yardsale.104@gmail.com).

**You are responsible for cleaning up your space** at the end of the day. If your space has not been cleared of leftover items, 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	_____ @ _____ . _____

If mailing a check, please send to:

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

**BLOCK ASSOCIATION USE ONLY:**

Date Received \_\_\_\_\_ 2026  
Confirmation Sent on \_\_\_\_\_ 2026