



Guidelines for vendors at the June 21st, 2025 EAT.SHOP.ROCK. event

Restaurant and Food vendors

please make sure to read below for specific guidelines that apply to you.

The specific location of your booth will be emailed to you **24-48 hours before** the event. Applications and payments are due in full by **Thursday, June 19th, 2025**. Any vendor not paid will not be allowed to set-up and your space may be given to another vendor on the wait-list.

Check In and Set-Up

- Park Ave between Sunrise Hwy and Lincoln Ave will be closed to all public traffic from 7am-10pm. Vendor set-up will be between 9:00 and 11:00am. To limit traffic congestion, please drop off all supplies and remove vehicle from street as quickly as possible. You can come back and set up your booth space after you've parked your vehicle. Note that there will still be quite a bit of pedestrian traffic, so use extreme caution when moving your vehicles. There will be Chamber volunteers available to help throughout the day walking around and at the Chamber booth if you need assistance. Look for the people wearing event t-shirts if you need help.

Check-in for vendors between Sunrise and Merrick

will check-in in the parking lot across from the Post Office in front of Kashi. From here this is access to Park Ave through an alleyway.

Check-in for between Lincoln and Merrick

Is at Lenox Rd and Park Ave - entering westbound through Lenox Rd. Vendors between Lincoln and Merrick can drive up to their space after check in by going South to North on Park Ave from Lenox. Vendors should park on the right side of the street and exit on the left side to encourage safe traffic flow.

Breakdown

This event runs 12pm-5pm and we expect the evening to be the busiest portion of the day, hence you are expected to stay until 6pm. If you need to leave earlier please note that there will be no access to Park Ave with a vehicle to breakdown prior to 6pm.

Note:

- Street opens at 5pm for vendors to break down and remove their equipment.
- **ALL RESTAURANTS on PARK AVE must have all tents, tables, chairs broken down once the event ends at 5pm unlike last year - This is a new town rule.**
- Between Merrick and Sunrise is still a no drive zone
- Between Lincoln and Merrick - cars can enter from South and exit through North. There will be a lot of foot traffic, so please be cautious.
- Streets opens again to public at 10pm so you must be completely packed and off the street before 10pm.

Check List and Info to Vendors before day of event

- We recommend you have a tent for cover from sun. As the wind can cause havoc to your tents and belongings, please have a way to secure your tents and items on tables from blowing away.
- **Tents, Tables and Chairs are NOT provided.** The RVC Chamber recommends local merchant Atwell Brothers for tent, chair and table rentals. They are aware of our event and offer drop off and pick-up. (516-536-3030). We will try to provide a list of available supplies and prices in a later email. Porta-potties will be provided. The location will be announced the day of the event.
- This is a great day to market your business to thousands of prospective customers. You should provide promotional items, coupons, etc for them to return to you another day.
- If the weather is questionable, please check event website at www.eatshoprockrvc.com and IG page or call in to chamber phone at 516-766-0666 the morning of the event after 9am.

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Restaurant/Food Business Check List

- **HEALTH DEPARTMENT** - Any food being served falls under Health Department guidelines. Health Dep't permit applications must be brought to the Health Dep't (3) business days prior. The Chamber will be collecting all applications/fees no later than **Monday, June 16th. We will be bringing them to the Health Dep't to ensure all permits are received on time.** The only methods of payment are bank check or money order ONLY. Business checks are not accepted. We are attaching the "temporary food service requirements sheet" for your review. They are very particular, so we suggest that you read this form and follow the guidelines as the Health Dep't will be present at the event and will be monitoring vendors closely. We suggest all food vendors take it upon themselves to check with the Health Dep't for specific guidelines and questions. Their number is 516-227-9717. Ask for the Special Events Dep't.
- ***If you are serving food in front of your establishment*** and not preparing anything outside or keeping anything hot/cold outside, you may not need a permit (check with the health Dep't to be certain). This means you can do table service and run food from your kitchen. Food must be served within 25' of your establishment or a temporary permit will be necessary. If you are preparing food outside or keeping it hot/cold you will need a temporary permit. The permit cost is \$185. The fee exception is the serving of non-hazardous items (ice cream, chocolates, popcorn, pretzels, etc). The fee for these types of items is \$110. Items served prepackaged may not require a permit. Check with the Health Dep't if you have specific questions to types of food and handling procedures. Please reconfirm these guidelines with the Health Dept.
- ***If you have a booth that is not in front of your establishment*** – you will need to file an application and a fee of \$215. The exception is the serving of non-hazardous items (ice cream, chocolates, popcorn, etc). The fee for these types of items is \$110. Check with the Health Dep't if you have specific questions to types of food and handling procedures.
- **Alcohol** – The serving of any alcohol outside of your currently approved area is under strict guidelines. Any such area must be fully enclosed and monitored. Atwell Brothers has stanchions for rent (516-536-3030). All SLA guidelines apply and you must have your insurance company issue you a temporary certificate for the day naming the Rockville Centre Chamber of Commerce and the Incorporated Village of Rockville Centre as additionally insured within any space you plan on serving alcohol. Alcohol must be distributed from your inside bar (meaning there may be no outside bar). Please note that the Village will be strictly enforcing all codes and will issue fines for anyone not upholding the guidelines provided.