



Science Museum of Long Island

**APPLICATION FOR VENDOR/BOOTH SPACE  
2023 LIVE AT FIVE OUTDOOR CONCERT SERIES  
AT THE SCIENCE MUSEUM OF LONG ISLAND ("SMLI")**

5 PM - 9 PM (open to public)

3:30 PM - 4:30 PM (set-up)

SCIENCE MUSEUM OF LONG ISLAND at THE LEEDS POND PRESERVE  
1526 N. PLANDOME RD, MANHASSET, NY 11030

SMLI proudly presents its 3<sup>rd</sup> annual Live at Five Outdoor Concert Series ("Event" "Live at Five"). To participate as a vendor in the Live at Five Market, please complete and submit this application form with requested Event Date(s). Applications will be reviewed by SMLI and Vendors will be notified if accepted and with date confirmations. Payment is due upon acceptance.

Live at Five Market Booth Space is limited and subject to SMLI's approval.

Name of business/organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Social Media Handles (Instagram/Facebook): \_\_\_\_\_

MY BOOTH WILL HAVE: *(you're welcome to submit photos)*

\_\_\_\_\_  
\_\_\_\_\_

Authorized contact: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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**PLEASE NOTE: SMLI AIMS FOR A WASTE FREE SUSTAINABLE EVENT. WE DO NOT PERMIT ANY BALLOONS ON SITE. WE URGE THE USAGE OF ECO FRIENDLY SUSTAINABLE & COMPOSTABLE MATERIALS AND NOT TO USE PLASTIC BAGS OR PACKAGING. IF YOU MUST, PLEASE POST A "RE-USE, RECYCLE" SIGN.**

**EVENT DATES:** Please circle the Event Date(s) you'd like to have a booth at the Live at Five Market:

May 11<sup>th</sup>    May 25<sup>th</sup>    June 8<sup>th</sup>    July 13<sup>th</sup>    August 10<sup>th</sup>  
(Please Note: Dates are all weather permitting, dates subject to change):

**LIVE AT FIVE MARKET  
VENDOR BOOTH/TABLE OPTIONS:**

Vendor must bring its own tent/canopy (recommended), table, chairs, and supplies.



**GREAT LAWN VENDOR BOOTH: FEE: \$150 NON-PROFIT: \$100**

Booth size 10' x 10'



**COVERED PATIO VENDOR TABLE: FEE: \$100 NON-PROFIT: \$75**

Booth size: 1 6ft Table.



Requires Electricity

*If you need electricity, you must select a booth on the covered patio and check the box*

It is expressly understood by submitting this application that you acknowledge and agree to the rules and regulations as stated below as well as any additional rules which you receive by SMLI prior to the Live at Five event.

**RULES & REGULATIONS**

Vendors will arrive on time and ensure professional, timely service throughout the Event(s). Vendors are solely responsible for their booth space and all materials, transactions, payments, taxes and activities within their space and at the Event(s). Vendors are responsible for the set up/cleanup of their space, including proper garbage disposal and recycling. Vendor booth, tables, tents and materials must be properly fastened and secured. Vendors must bring all materials required, including table cloths, signage, extension cords, etc.

**NO BALLOONS ARE ALLOWED. VENDOR BOOTHS ARE NOT ALLOWED TO SELL ANY FOOD OR DRINKS OF ANY KIND. IF YOU WOULD LIKE TO BE A FOOD VENDOR, PLEASE EMAIL [momtimeevents@gmail.com](mailto:momtimeevents@gmail.com)**

The Science Museum of Long Island (SMLI) shall not be liable for damage or loss of property through fire, accident, theft, or any other cause. Vendor participates at its sole risk and expense. SMLI shall not be liable to participant, participant's employees, agents or guests or others for personal injury resulting in any way from the Event. Participant expressly agrees to save, indemnify, and hold harmless the facility on which the Event(s) is being held, the Science Museum of Long Island, Nassau County, Town of North Hempstead, MomTime Events, and their respective trustees, officers, directors, members, representatives, agents and employees, Event Staff, Sponsors and Volunteers, from and against any and all damages, charges, liabilities, claims and causes of action whatsoever which result from any act or failure to act in connection with the Event.

The Science Museum of Long Island makes no representations, warranties, or guarantees of any kind with respect to results obtained by Vendors by participation in the Event(s). Prior results does not guarantee future results. Fees are not refundable for any reason, including cancellation of the Event(s) due to weather conditions or other circumstances beyond our control. SMLI endeavors to notify Vendors of a cancellation due to forecast within 24 hours. If the Event is cancelled, SMLI will try to accommodate a substitute Event date, subject to availability. SMLI reserves the right to approve, deny, or reject any Vendor's operations on SMLI property at any time at its sole discretion.

**This application is subject to approval by SMLI. Upon notification of acceptance, payment is required within 48 Hours to secure your booth space. Event instructions and booth assignments will be provided. Please contact [momtimeevents@gmail.com](mailto:momtimeevents@gmail.com) with any questions.**

To reserve your booth space, return this completed form **before the requested event date** to:

SCIENCE MUSEUM OF LONG ISLAND  
1526 N. PLANDOME RD  
MANHASSET, NY 11030  
ATTN: KRISTEN LAIRD

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Please do not fill in this section. For office use only.

Date received \_\_\_\_\_

Payment received \$\_\_\_\_\_

Application and booth space confirmed by: \_\_\_\_\_

Approved Event Date(s): \_\_\_\_\_