

New Windsor Community Day

Saturday, August 25, 2018 | 10am -9pm

Kristi Babcock Memorial Park, 660 Mount Airy Road, New Windsor NY

Rain Date: Saturday, September 15, 2018

Community Day Food Application

35,000+ Visitors and Growing Each Year

Extensive Print, Internet, Facebook & Radio Advertising

Premier Media Partners

250+ Roadside Signs Across Entire Area

20' Signs Across High Traffic Intersections

Unrivalled Attractions and Entertainment targeting all age groups

Huge Food Selection from 20+ Vendors

Live Music and Performances on Two Music Stages All Day

Full Dining Facilities Available for Visitors

Flexible Setup Times

Discounted Tent, Table & Chair Rentals Available

Fully Lit Fields for Morning Setup and Nighttime Crowds

Full Bathroom Facilities

Setup Time

We encourage food vendors to setup equipment and tents ahead of time when possible. We provide security at the park from Friday night until Saturday morning. Please contact us at info@newwindsorcommunityday.com for more information on this time saving option.

Orange County Board of Health Permits

The Orange County Board of Health will be at the event. All vendors are required to have all necessary permits needed, and are subject to inspection. If the Board of Health determines a vendor is in non compliance and are shut down, no refund of vendor fee will be issued.

Garbage Removal

New Windsor Community Day staff will provide pickup of BAGGED garbage at each food vendor booth throughout the day. At the end of the day, vendors are responsible for cleaning their vendor space and leaving the area clean. Vendor booth areas requiring cleanup by staff after the event are subject to a cleaning fee and/or revoking of vendor privileges.

Hot Water / Oil Disposal

At no time should hot water or oil be dumped on the grass in your vendor booth, this will destroy our fields and kill the grass. Vendors should take any waste products with them for appropriate disposal. Damaged areas found due to this are subject to fine and/or revoking of vendor privileges.

Questions for Food Vendors

Patrick Mangan: (845) 563-4606

Matt Veronesi: (845) 565-7750

Email: info@newwindsorcommunityday.com

KEEP THIS PAGE, DO NOT RETURN WITH APPLICATION

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Food Vendor Application

Business Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Please tell us what food items you plan on selling. Please be specific!

Please tell us exactly what equipment you plan on bringing and the amount of space you need. Food vendors are not limited on space but we need to know for planning purposes what exactly you are bringing and how much space is needed. Please list frontage on field needed for serving. Most food vendor spaces have 20+ feet behind them for storage and food preparation.

Will you be serving out of a tent setup or out of a food truck?

___ Food Truck ___ Tent

Food Truck Applicants Only

If food truck is checked please send in pictures indicating where you serve out of, and generator location on truck. This is critical in our planning of the food field to ensure generators are accounted for and not affecting other vendors. Cell phone pictures are fine, or of a previous setup. Your application will not be considered complete until this is received. Please email to info@newwindsorcommunityday.com or direct us to your website where we can find pictures.

Please Complete Reverse Side!

Vendors are responsible for providing their own tent(s) to cover their food service area if they require one. New Windsor Community Day will provide a large tent with tables and chairs for people to eat under in the food area of Community Day.

Generator Required: (Must bring your own generator!)

Yes No

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Signature: _____ Date: _____

Food Vendor Fee: **\$250**
Make Checks Payable to: **Town of New Windsor Special Events**
Mail Completed Application to: **New Windsor Special Events Committee**
555 Union Avenue
New Windsor, NY 12553

The Special Events Committee reserves the right to decline any application. Applications must be returned with vendor contract (attached) and certificate of insurance.



VENDOR CONTRACT

This agreement made between the Town of New Windsor, a municipal corporation having its principal place of business at 555 Union Avenue, New Windsor, New York 12553, (hereinafter referred to as "Town"), and _____ having its principal place of business at _____, (hereinafter referred to as "Vendor"), is for vendor space at the New Windsor Community Day scheduled for **August 25, 2018**.

This agreement is valid only for **August 25, 2018** and the event's rain date of **September 15, 2018**.

1. Vendor will sell the following product(s): _____

2. Vendor is responsible for set up and removal of all vending materials. Vendor shall remove all vending materials from the event site by the day following the event.

3. Vendor is solely responsible for obtaining all necessary and appropriate Health Department permits.

4. Vendor is solely responsible for all excise and state sales tax.

5. Vendor shall set up by 10:00 a.m. on the **25th day of August, 2018**, or the **15th day of September, 2018**, as applicable.

6. Vendor must be present during all hours of operation. Hours of Operation are: **August 25, 2018** from 10:00 a.m. to 9:00 p.m.; or, on the rain date of **September 15, 2018** from 10:00 a.m. to 9:00 p.m.

7. Vendor will permit only its employees to handle, prepare or sell its products.

8. Vendor will obtain liability insurance coverage for the event which will also name the Town as an additional insured on the policy. This certificate must be submitted with this application. The liability policy will provide liability coverage in the minimum amount of \$1,000,000.00.

9. Vendor must supply its own equipment.

10. All items presented and displays used must be suitable for a family audience.

11. While Town will make every effort to produce a successful event, it cannot warrant the level of attendance, weather conditions, sales or other circumstances beyond our control. To the extent permitted by law, Vendor hereby agrees to protect, indemnify,

defend and hold harmless Town and their respective volunteers and/or sponsors against all claims, losses or damages to persons or property and costs (including reasonable attorney's fees), arising out of or connected with the event, including but not limited to, the installation, removal, maintenance, occupancy or use of Town property by Vendor, except those claims arising out of the sole negligence or willful misconduct of Town.

Town of New Windsor

Vendor: _____

By: _____
George A. Green, Supervisor

By _____
as its