

New Windsor Community Day

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

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

Community Day Vendor Information & 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

Unrivaled Attractions and Entertainment targeting all age groups

Best Fireworks Display in the Area

Event Spans over Two & Half Football Fields

Huge Food Selection from 20+ Vendors

Live Music and Performances on Two Music Stages All Day

15x15' Standard Booth Size

Easy Check-in and Setup - **Including FREE Friday Night Setup!**

Fully Lit Fields for Morning Setup and Nighttime Crowds

Full Bathroom Facilities

2018 Early Checkout Information

Starting in 2018, we are placing a strict limit on the number of early check out spots available. If you plan on signing up for early checkout, please do so EARLY and with your initial application.

We WILL NOT be taking early checkout payments the day of Community Day.

Friday Night Setup

We encourage all vendors to take advantage of the FREE Friday night setup option when possible. Direct booth access and overnight security is provided the night before Community Day. Skip the lines Saturday morning and setup Friday Night, anytime between 4pm & 8pm.

Craft/Retail/Non Profit Vendor Information

1. Setup is from 6am - 9:30am. All vehicles must be removed from fields.
2. Vendors must provide own tables, display materials and other supplies. No electricity will be available. Vendors are responsible for their own garbage removal.
3. Space assigned on a first come, first serve basis.
4. Space size is 15' x 15'. Vendors needing extra space should reserve more than one space.
5. Booths may be taken down at any time, but cars will not be allowed back on the field until after the fireworks. Early checkout is available. Please see attached information.
6. No silly string, exploding poppers, or fireworks are allowed to be sold.
7. Vendors are responsible for any and all permits needed for their booths.
8. Town of New Windsor Special Events Committee will not be held responsible or liable for any damages of any kind to exhibitors, their displays or any injury caused during the event, including setup and removal of displays. Please note, while the committee will make every effort not to place similar vendors next to each other, we do not limit the number of any type of vendor and similar vendors may be in attendance.
9. The Special Events Committee reserves the right to reject any application for any reason, and also to shut down any booth for any reason at Community Day.

KEEP THIS PAGE, DO NOT RETURN WITH APPLICATION

New Windsor Community Day

Saturday, August 25, 2018

**Kristi Babcock Memorial Park, New Windsor
10am - 9pm**

Rain Date: Saturday, September 15, 2017

Vendor Application

Business Name: _____ Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Type of Products or Activity:

Crafts/Jewelry Retail Direct Sales Non Profit Activity Other

Please give us a quick overview of what you plan on selling or activity (If you checked direct sales please state what company):

Vendor Spaces: (Fees are Non Refundable)

First Booth	Cost Per Booth	# of Extra Booths	Cost Per Extra Booth	Total Cost
Craft / Retail / Direct Sales				
	\$50		\$35	
Business Promotion Booth				
	\$100		\$80	
New Windsor Based Non-Profit Group				
	Free	XXX	XXX	
Non New Windsor Based Non Profit Group				
	\$50		\$35	

Please Complete Reverse Side!

Booth Location Request:

Craft Fair Children's Area

All vendors share a common field, however vendors who primarily target children may choose the children's area. We will place your booth closer to the children's activities on the field.

Generator Required for Display: (Must bring your own generator!)

Yes No If Yes, Generator Model: _____

If you check no and bring a generator to Community Day, you will not be allowed to use it. Generators are limited to small and quiet models. Please consider the booths next to you.

Electrical Power

We are offering a limited number of spots with provided power. These are premium spots in a high traffic area. We will provide one plug at the back of your booth.

Yes, please provide me a booth with power for \$50 No

Check In Time

To try and control congestion in the morning, we are offering different check in windows. **Please note, these are on a first come first serve basis.**

6am-7am 7am-8am 8am-9am

****FREE Friday night checkin and setup is available to lessen traffic on Saturday morning. We highly encourage vendors to setup their tents and/or booths on Friday night. Direct booth access is available and security is provided the entire night before Community Day****

Booth Breakdown and Early Checkout

Vendors are encouraged to stay the entire day, and will have direct car access after the fireworks to load up their booth. Cars will NOT be allowed on the field before then. We are offering early checkout. Starting at 5pm we will have crews available to help move your booth contents to a special parking area close to the vendor field. Vendors signed up for early checkout can request help anytime after 5pm, but do have the option to stay until the end of the event. This does not mean you must leave at 5pm. Vendors who do not choose early checkout may still leave at anytime, however no assistance will be provided nor a special pickup area. **VERY LIMITED EARLY CHECKOUT SLOTS ARE AVAILABLE. FIRST COME FIRST SERVE!**

I decline early checkout and understand no help will be provided, and that I will not be able to drive to my booth until after the fireworks.

Yes, please register me for Early Checkout for \$30

Total for Vendor Spaces, Optional Early Checkout & Optional Power: _____

Signature: _____

Date: _____

Make Checks Payable to:
Mail Completed Application to:

**Town of New Windsor Special Events
New Windsor Special Events Committee**
555 Union Avenue
New Windsor, NY 12553

Submit Application and Pay Online at newwindsorcommunityday.com

Contact Information / Questions:

Email: info@newwindsorcommunityday.com