



Town of Newburgh Recreation Department

311 Route 32 Newburgh NY 12550

Recreation (845)564-7815

Fax: (845)564-7827

Email: commissioner@townofnewburgh.org

**Vendor Application
2023 Community Day
Friday, June 30, 2023
6:00pm – 10:00pm**

Vendor Name: _____

Contact Name: _____

Address: _____

Phone #: _____ **Cell Phone #:** _____

Email Address: _____

Tax ID #: _____

**Certificate of Liability Insurance Naming Orange County NY 255 Main St Goshen NY 10924 and the
Town of Newburgh 1496 Route 300 Newburgh NY 12550 is Required**

Items to Be Sold: _____

(ELECTRIC, GENERATORS & WATER IS NOT SUPPLIED)

Fee: Payable to the Town of Newburgh

Size of Trailer: _____

Check one:

Non Profit - \$25.00: _____

Food Vendors - \$150.00: _____

Non-Food Vendors - \$100.00: _____

Per Activity for Entertainment - \$200.00 _____

Return completed form with payment to:

**Town of Newburgh Recreation
Community Day Committee
311 Route 32
Newburgh NY 12550**

Return No Later Than May 20th



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Email: commissioner@townofnewburgh.org

To: Vendors

From: Town of Newburgh Community Day Committee

Re: Community Day, June 30, 2023

NOTE: SPACES ARE 15' WIDE x 20' DEEP

If, Trailer Length exceeds the space dimensions you will need to purchase 2 spaces

VENDOR PARKING AREA IS BEHIND LEFT FIELD FENCE ONLY

SET UP TIME STARTS AT 12:30PM

ALL VEHICLES MUST BE OFF THE FIELD BY 5:00PM

VENDORS MAY UNLOAD INSIDE FENCE AND THEN IMMEDIATELY REMOVE VEHICLE, YOU MAY NOT PARK INSIDE THE FENCE WITHOUT PERMISSION FROM A COMMUNITY DAY COMMITTEE MEMBER

IF STAKES ARE USED, PROPER PERMISSION FROM COMMUNITY DAY STAFF IS REQUIRED

YOU MAY NOT CROSS OVER ANY DIRT AREAS (INFIELD, PITCHERS MOUND, ETC.)

VENDORS MUST STAY INSIDE THEIR ASSIGNED AREA

YOUR AREA MUST BE CLEAN WHEN YOU LEAVE

COMMUNITY DAY COMMITTEE RESERVES THE RIGHT TO RESTRICT THE SALES OF ITEMS DEEMED INAPPROPRIATE.

NOTE: WE DO NOT SUPPLY ELECTRICITY, GENERATORS OR WATER

FOR THE SAFETY OF THE PUBLIC, ALL VENDORS MAY NOT LEAVE UNTIL 10:30PM

Thank you for your corporation.
The Community Day Committee