

Town of Newburgh

Community Day Vendor Application



Town of Newburgh Recreation Department

311 Route 32 Newburgh NY 12550

Recreation (845)564-7815

Fax: (845)564-7827

Email: seniors-recreation@townofnewburgh.org

To: Vendors
From: Town of Newburgh Community Day Committee
Re: Community Day, July 3, 2025

NOTE: SPACES ARE 15' WIDE x 20' DEEP
IF TRAILER LENGTH IS LONGER THAN 15FT YOU MUST PURCHASE 2 SPOTS.

VENDOR SPOTS WILL BE GIVEN AT CHECK IN.

SET UP TIME STARTS AT 12:30PM.

ALL UNAURTHORIZED 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.

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

VENDORS MUST STAY INSIDE THEIR ASSIGNED AREA.

PLEASE REMOVE ALL GARBAGE AT THE END OF THE NIGHT- YOUR AREA MUST BE CLEAN WHEN YOU LEAVE.

SPOTS ARE ON A FIRST COME, FIRST SERVE BASIS.

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



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Vendor Application
2025 Community Day
Thursday, July 3, 2025
6:00pm – 10:00pm

Vendor Name: _____

Contact Name: _____

Address: _____

Phone #: _____ Cell Phone #: _____

Email Address: _____

Tax ID #: _____

REQUIRED: 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

Items to Be Sold: _____
(ELECTRIC, GENERATORS & WATER ARE NOT SUPPLIED)

Checks Payable to the Town of Newburgh

Size of Trailer: _____

Check one:

Non-Profit - \$25.00: _____

Food Vendors - \$150.00: _____

Non-Food Vendors - \$100.00: _____

Entertainment Vendors - \$200.00 _____

Return completed application, COI's and payment to:

Town of Newburgh Recreation
Community Day Committee – Becky D’Addio
311 Route 32
Newburgh NY 12550

Spots are first come, first serve. Please return application prior to May 16th