

# **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](mailto:seniors-recreation@townofnewburgh.org)

To: Vendors

From: Town of Newburgh Community Day Committee

Re: Community Day, July 2, 2026

**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 4:00PM.**

**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 AFTER THE FIREWORKS.**

Thank you for your corporation.  
The Community Day Committee



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**Vendor Application  
2026 Community Day  
Thursday, July 2, 2026  
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:** \_\_\_\_\_ (you must purchase 2 spots if your trailer/food truck/set up is longer than 15FT)

**Check one:**

**Non-Profit - \$25.00:** \_\_\_\_\_

**Food Vendors - \$150.00:** \_\_\_\_\_

**Non-Food Vendors - \$100.00:** \_\_\_\_\_

**Entertainment/Activity 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 15<sup>th</sup>**