

KEEP THIS PAGE!

Pine Bush UFO Fair **SATURDAY, May 19, 2018** RAIN DATE: FOLLOWING DAY

Event Hours: 10:00 am – 4:00 pm

VENDOR GUIDELINES: PLEASE READ-AND-SAVE THIS PAGE PRIOR TO COMPLETING ATTACHED APPLICATION

Thank you for your interest in becoming a vendor at the Pine Bush UFO Fair.

The Fair area is located on Main Street and in the Crawford Commons Lot & Gazebo Area in Pine Bush

GENERAL RULES

- No electric or water is available, no generators will be allowed without expressed prior permission. (Restrictions will apply. Contact: d.ragni@townofcrawford.org)
- One vendor space is 10 x 10. IF YOU NEED ADDITIONAL AREA, PLEASE reserve more than one space.
- Please note that **space numbers may** differ from past events.
- Vendor maps will be emailed prior to event. Space numbers will also be marked on curbs on event day.
- No vendor will be allowed items that are considered weapons, unsafe, or destructive.
- Set up is between 8:00 am -9:30 am ONLY. Vehicles must be offsite by 9:30 am for Street Closure. No vehicles (other than approved food vendor-vehicles) will be permitted in Fair Area during event hours.
- Break down starts approximately 4:00. Road is scheduled to re-open at 4:30pm
- Park only in legal parking spaces during event.
- VENDORS are responsible for complete removal of all trash related to space. Dumpster locations will be posted on provided maps
- Vendors (including youth) are NOT to solicit or place signage in any area other than their allotted space. NO walking around soliciting raffles or goods to the crowd.
- **Items other than contracted products should NOT be sold, for example:**
No Silly String, No smoke bombs. PLEASE Use best and reasonable discretion.
- The Town of Crawford reserves the right to shut down vendors who do not observe guidelines

SPECIAL RULES FOR 'FOOD' VENDORS:

All food vendors must obtain a certificate from the Orange County Board of Health and/or NYS Dept of Ag & Markets prior to the event. All certificates must be posted onsite on fair day. If you do not have a permit on fair day, you will be disqualified as a vendor. Vendor fee is non-refundable Please apply for your temporary food permit from the Orange County Department of Health as soon as possible. Applications not received by OC DoH within five (5) business days prior to the event shall be subject to a \$100 expedited processing fee. Applications not received at least two (2) business days of the event shall be subject to a \$200 expedited processing fee.

These late fees will apply to all applications, including those normally fee exempt.

- **If you are selling any food at all, you are considered a food vendor.**
- If selling cooked food it MUST be cooked on-site only.
- Pre-Packaged goods (cookies, honey, candies, jams etc.) are allowed.
- Every effort is being made to avoid food sales that conflict with Main Street restaurants. Carnival/Fair type food is preferred. If you have a question, please email d.ragni@townofcrawford.org

Questions regarding food permit applications?

Please contact: Kelly McBride; Public Health Sanitarian (845) 291-2331

Orange County Department of Health Division of Environmental Health

Goshen, NY 10924

SUBMIT COMPLETED APPLICATIONS with any applicable fee BY MAY 9, 2018 to:

Town of Crawford Government Center,

UFO Fair Vendor Application,

121 State Route 302, Pine Bush, N.Y. 12566

- If vendor application is accepted, you will be sent a confirmation email and additional information.
- If vendor application is not accepted, un-cashed check will be returned prior to Fair Date.

Direct FAIR inquiries to: d.ragni@townofcrawford.org



SATURDAY, May 19th 2018

RAIN DATE: FOLLOWING DAY

VENDOR/ PARTICIPANT APPLICATION

APPLICATION ARE DUE BY: Wednesday May 9, 2018

- Sorry NO Exceptions -

Be sure to read '**VENDOR GUIDELINES**' PRIOR to completing this application.

NAME: Vendor/ Business / Club or Organization / Team:

Physical Address _____ Phone _____

Mailing Address (if different from above) _____

Email Address _____

IMPORTANT: PLEASE PRINT EMAIL ADDRESS NEATLY. THIS IS WHERE WE WILL FORWARD FAIR INFO

TAX or non-profit ID # if applicable _____

VENDOR WEBSITE and / or Facebook page: _____

-OR- INCLUDE Recent photos of vendor booth with this application

PRINT NAME of Contact Person who will be onsite Fair Day:

Name _____ Cell Phone () _____

THIS AREA IS FOR OFFICE USE ONLY

CHECK ONE VENDOR TYPE:

_____ FOOD VENDOR / FEE \$150.00

SEE SPECIAL RULES FOR FOOD VENDORS ON Page 1 of this application: 'Vendor Guidelines'
FOOD VENDORS MUST follow regulations set by OC DEPT OF HEALTH (845) 291-2331, and/or
NYS Department of Agriculture & Markets (845) 220-2047

DO YOU NEED ROOM FOR VEHICLE? : Y ___ N___ If yes, please explain:

_____ HIGH QUALITY ART –or- CRAFT VENDOR/ FEE \$100.00

Must be QUALITY HANDMADE or NEW items. Examples include sculpture, visual arts, ceramics, pottery, jewelry

_____ ENTERTAINMENT / FEE \$100.00

Examples include face painter, balloon twister, caricaturist, henna artist etc.

_____ UFO and-or ALIEN NOVELTY / FEE \$100.00

Examples include tee shirts, inflatables, etc.

_____ SCHOOL GROUP, TEAM, CLUB One 10x10 Space NO FEE

_____ LOCAL NON-PROFIT ORGANIZATION One 10x10 Space NO FEE

MUST INCLUDE Non-Profit Number: _____

_____ PRESENTER/SPEAKER/ OTHER TBD One 10x10 Space NO FEE

_____ LOCAL BUSINESS One 10x10 Space NO FEE

ALL VENDOR APPLICANTS:

Kindly tell us something about yourself, what you plan to provide on fair day, and how you plan to incorporate the UFO and/or Alien theme in the space below. Please have fun with it, creativity is always a plus!

PINE BUSH UFO FAIR WAIVER OF RELEASE

I/We the undersigned, whose application to participate during the Pine Bush UFO Fair Day,
Agree as follows,

Please initial each:

_____ have thoroughly read, understand and kept a copy of the provided vendor guidelines.
I will pass the information on to any representatives serving at our spot that day. I understand that vendor fees are non-refundable.

_____ understand that all vendors and representatives must stay within, and keep signage within their allotted spot for the day. There is to be no walking and peddling through the crowds.

_____ understand that I am responsible for setting up, maintaining and cleaning up my assigned space on Fair Day.

_____ understand that all future fair information will be sent to me via email address provided.
One week prior to the event I will be emailed an event map depicting assigned vendor space & other pertinent information. If for any reason I do not receive an email, I will contact the Town of Crawford.

_____ understand that vendors should bring their own garbage bags, and cannot use pails on the streets. Vendors must use provided dumpsters.

_____ understand that public fair event hours are 10 am – 4 pm.
Set-up time on fair day is no earlier than 8:00 am and must be complete by 9:30 am.
Break down should begin no earlier than 4:00 pm and be completed at approx 4:30 pm

_____ understand in the event of inclement weather on the Saturday Fair Date; that there is a rain date set for the following day; Sunday. If there is inclement weather on the rain date, event is canceled and vendor fees are non-refundable.

I acknowledge that by signing this document, I am releasing the Town of Crawford their officials, staff and volunteers from liability. This release form has legal consequences. I have read it carefully before signing. In consideration of the opportunity to participate in the Pine Bush UFO Fair Event, I/WE HEREBY RELEASE, DISCHARGE, HOLD HARMLESS, PROMISE NOT TO SUE, SHALL DEFEND AND INDEMNIFY, the Town of Crawford, their officials, staff and volunteers, from any and all rights and claims including arising from the negligence of the released parties, which may be directly or indirectly in connection with participation, or failure to participate in the Pine Bush UFO Fair Event. The undersigned agrees that the remainder of this release and indemnity shall remain in full force and effect.

Name of Business/ Organization /Group: _____

Print Representative Name: _____

Representative Signature: _____ Date _____



SATURDAY: May 19, 2018

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VENDOR APPLICATION SUMMARY PAGE

NAME of Vendor / Business / Club or Organization/ Team:

Fee Enclosed \$ _____ For _____ 10 x 10 SPACE (s)

Check # or MO # _____

PAYABLE TO 'TOWN OF CRAWFORD'

- OR - _____ no fee is due for my vendor type.

MUST BE RECEIVED BY Wednesday, May 9, 2018

MAIL or DELIVER TO:

**Town of Crawford Government Center
'UFO Fair Application'
121 State Route 302
Pine Bush, N.Y. 12566**

If accepted, you will receive a confirmation email with additional information.
(If not, un-cashed check will be returned prior to fair date)

Please direct inquiries to: d.ragni@townofcrawford.org