



P.O. Box 541, Newburgh, NY 12551

## **VENDOR APPLICATION – Newburgh Urban Farming Fair**

The Newburgh Urban Farming Fair is a celebration of fresh food, local vendors, crafts, and farm fun. Attendees will learn about urban farming and gardening and participate in “how to demonstrations” about what they can do in their own yards and neighborhoods.

When: **Saturday, April 25, 2020 - Noon to 4:00 pm**

Where: **Safe Harbors of the Hudson, 97-105 Broadway, corner of Liberty Street, Newburgh, NY**

**Fair Information and Requirements:** Please read carefully

Booth space is **FREE**

**See Vendor Registration Form for additional information** regarding tables, chairs, tents and electricity.

You will be given your location when you check in on the day of the Fair.

**Vendors/Exhibitors** Booths must be completely set-up by 11:30 am. No Vendor will be allowed to set-up before 8:30 am. To prevent accident or injury, any Vendor/Exhibitor wishing to leave early **MUST** notify a Fair official. With permission, booths that can be packed-up and “walked-out” will be allowed to do so. The Vendor/Exhibitor is responsible for leaving the area in the condition that it was originally received, i.e. removal of all debris such as boxes and trash. All vendors must vacate the site no later than 5:00 pm. You will receive a confirmation email upon receipt of your registration. This event occurs rain or shine!

**Food vendors.** Food Vendors must submit proof of a valid permit from the Orange County Department of Health or NYS Department of Agriculture and Markets. Vendors will also be required to show proof of liability insurance.

- **Whenever possible, all written handouts should be in English and Spanish.**
  - **No unattended vehicles may be left on the grounds.**
- **Please fill out a Vendor Registration Form completely and return no later than March 20, 2020.**
  - **For additional information contact: Virginia Kasinki**
  - **[NewburghUrbanFarmandFood@gmail.com](mailto:NewburghUrbanFarmandFood@gmail.com) or 914.441.3616**

*A collaboration of the Downing Park Urban Farm. Newburgh Armory Unity Center. Hudson Valley Seed. Latinos Unidos. Orange County Land Trust. Downing Park Planning Committee. Orange County Department of Health. Orange County Cornell Cooperative Extension and many volunteers.*



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## Vendor Registration Form

### Newburgh Urban Farming Fair – Saturday, April 25, 2020

Attached please find a fillable Vendor Application form. You can type directly on the lines highlighted in blue on the application. When you have completed the information please save it and return by email to: [NewburghUrbanFarmandFood@gmail.com](mailto:NewburghUrbanFarmandFood@gmail.com) or print and snail mail to address below.

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_ Facebook/Instagram: \_\_\_\_\_

#### **Type of Booth:**

Business  Food  Game/Activity  Art or Craft  Nonprofit  Other (specify) \_\_\_\_\_

#### **Description**

- A.** Please list what is included in your display, i.e., number and size of table(s)/booth; banners; any equipment/vehicle—what is needed to set up equipment and **overall space requirements.**

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- B.** Please give a detailed description of your products/service. Attach additional sheet of paper if needed.

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C. NUFF will not provide tables, chairs or tents

D. NUFF will not provide electricity

**Proof of Insurance attached**

**Liability Waiver.** The Vendor shall defend, save and hold harmless the City of Newburgh, Newburgh Urban Farm and Food Inc., Community Foundation Orange and Sullivan, Newburgh Urban Farming Fair, Safe Harbors of the Hudson, The Cornerstone Residence, LLP, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths **are not** insured by the City of Newburgh, Newburgh Urban Farming Fair or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitors may opt to purchase replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care and maintenance of exhibitor's property.

**Permission to Use Photograph**

I grant the Newburgh Urban Farming Fair (NUFF) representatives the right to take photographs of me while attending the Fifth Annual Newburgh Urban Farming Fair. I authorize NUFF to copyright, use and publish the same in print and/or electronically.

I agree that NUFF may use such photographs of me with or without my name and for any lawful purpose, including for example, such purposes as publicity, illustration, advertising and web content.

If you do not wish to have your picture used, you must check this box:

No, you may not use my photograph

Please sign to acknowledge that you have read and agree to all of the above information, rules and regulations.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COMPLETED FORM with PROOF OF INSURANCE**

**By: March 20,2020**

**TO: Newburgh Urban Farming Fair • P. O. Box 541 • Newburgh, NY 12551**

**[NewburghUrbanFarmandFood@gmail.com](mailto:NewburghUrbanFarmandFood@gmail.com)**

You will receive a confirmation email once we receive your completed application. If you have any questions please call Virginia at: [914 441-3616](tel:9144413616)

***Thank you!***

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