

# 27th ANNUAL CITY OF NEWBURGH INTERNATIONAL FESTIVAL

Dear Friend of Newburgh:

Plans are in the works for the 27<sup>th</sup> Annual City of Newburgh International Festival to be held Labor Day Weekend, Friday Sept. 4<sup>th</sup> - Monday, Sept. 7<sup>th</sup> on the grounds of the **Delano – Hitch Recreation Park, 401 Washington Street**. The hours are: Friday, 5 p.m. - 11 p.m.; Saturday & Sunday, 12 p.m. - 11 p.m. and Monday, 12 p.m. - 10 p.m.

With music, entertainment, and a carnival midway, we are preparing for a great celebration. Fantastic performances are planned for the entire weekend. You don't want to miss it!

Request for spaces have been coming in, so get your application in early to insure you don't miss out. Please return this application and the appropriate fee ASAP. Only money orders and cash will be accepted after Aug. 21, 2015.

Vendor fees are \$150. This is a flat fee, regardless of whether or not you elect to participate for the entire festival. There will not be daily rates. Vendors may set up and sell on Friday afternoon at no charge as the carnival rides will be running. Setup time on Friday will be **12 p.m.** and from **7:30-10 a.m.** Saturday-Monday. **Only** pre-paid vendors with assigned spots will be permitted to set up.

We are accepting reservations for vendor space for the following:

- ◆ Food
- ◆ New clothing/accessories/home goods
- ◆ Novelties
- ◆ Cultural-Education
- ◆ Arts/Crafts
- ◆ Antiques/Collectibles
- ◆ Community
- ◆ Music/Entertainment

An application is attached. Applications will be also available on line at [www.cityofnewburgh-ny.gov](http://www.cityofnewburgh-ny.gov). Checks or money order should be payable to **City of Newburgh** with 'International Festival' in the comment line. Send your completed application, along with your payment to the following address:

City of Newburgh International Festival  
C/o Regina Angelo, Chairman or Lillian Burgarelli  
City Hall, 83 Broadway  
Newburgh, New York 12550

Applications and fees may also be dropped off at City Hall, Executive Office, second floor, 83 Broadway in Newburgh. For more information call Regina Angelo 565-5429 or Lillian Burgarelli at 569-7354.

Sincerely,

Regina Angelo, Chairman  
27th Annual City of Newburgh International Festival

## VENDOR INFORMATION

### **FEES/PAYMENTS:**

- There is a flat 3 day fee for all vendors. There are NO daily rates. There are NO refunds.
- Fees for food vendors requesting space under the food tent are \$180. Space under the tent is limited and will be assigned on a first come, first served basis.
- Fees for all other spaces are \$150.
- **All spaces must be prepaid.** No space will be reserved unless payment is received in full.
- Payments: Checks should be payable to “**The City of Newburgh**” and also write Vendor Space – International Festival on the front of the check.
- Booth/Space Size: approximately 10’ x 10’ each.

### **FOOD VENDORS:**

- Only the food that you sign up to sell will be allowed at your booth. You will be asked to leave if you do not comply.
- A **certificate from the Board of Health** is required to be presented with this application in order for space to be rented to each food vendor. **PLEASE NOTE: All food vendors must provide evidence of workers’ compensation and disability insurance. If you are seeking a waiver from these requirements, you must go on line to [www.wcb.state.ny.us](http://www.wcb.state.ny.us) and apply on-line. (Click on forms, then “List of all common workers’ compensation forms”, then in the left column , “Form number/version date”, then scroll to CE 200-APPLY and click on it.) For questions, contact the Orange County Health Department at (845) 291-2354.**

### **ALL VENDORS:**

- Set-up and Unloading: All vehicles must be unloaded and removed from Vending area by 10:00 am on Saturday, Sunday, & Monday, and before 5 p.m. on Friday.
- Generator: **YOU MUST BRING YOUR OWN GENERATOR.** Access to Electric is not guaranteed.
- No vehicles will be allowed to enter or exit the vending areas except for the designated set up times
- Vendors arriving late or leaving early must carry their wares to and/or from their vehicles after designated set up times. **NO EXCEPTIONS!!!**
- Vendor Parking Permit: Each paid vendor will be given one (1) parking permit for the Vendor Only Parking Area.
- Security: Vendors who leaves their wares unsupervised, at any time, do so at their own risk.
- **THESE RULES MUST BE STRICTLY ENFORCED FOR THE SAFETY OF BOTH VENDORS AND CUSTOMERS.**
- Booth spaces will be assigned on a first come first serve basis
- There will be a 10’ x 10’ (approximate) footprint for each vendor. Extra space must be paid for.
- Following the festival vendors are responsible for cleaning, removing all rubbish, trash garbage and debris, and returning said area to substantially the same condition it was prior to the event.
- **Vendors are strictly prohibited from emptying grease down storm drains or other drains. Any vendor found to be doing so will be asked to leave.**

### VENDOR CONTACT INFORMATION:

Regina Angelo (845) 565-5429 Lillian Burgarelli (845) 569-7354

2015 CITY OF NEWBURGH INTERNATIONAL FESTIVAL

**VENDOR APPLICATION**

**NAME** \_\_\_\_\_ **TELEPHONE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

Please check and indicate below the selection that will be for sale at your booth so that we can arrange our spaces appropriately.

**ANTIQUES AND COLLECTIBLES** \_\_\_\_\_

**CHILDREN'S ACTIVITIES** \_\_\_\_\_

**COMMUNITY** \_\_\_\_\_

**CRAFTS** \_\_\_\_\_

**ENTERTAINMENT** \_\_\_\_\_

**NEW CLOTHING/ACCESSORIES/ HOME GOODS** \_\_\_\_\_

**NOVELTIES** \_\_\_\_\_

**FOOD** \_\_\_\_\_

**Requesting:**  Under the food tent     NOT under the food tent

**Return completed applications with fees to:**

**Regina Angelo or Lillian Burgarelli**

City Hall  
83 Broadway  
2<sup>nd</sup> Floor  
Newburgh, NY 12550

**For more information call:**

**Regina Angelo (845) 565-5429**  
**Lillian Burgarelli (845) 569-7354**