

# **PLEASE KEEP THIS PAGE!**

**Pine Bush UFO Fair: SATURDAY, JUNE 1, 2024**

**RAIN DATE: FOLLOWING DAY**

**Event Hours: 10:00 am – 4:00 pm**

**VENDOR GUIDELINES:** PLEASE READ THIS PAGE ***PRIOR*** TO COMPLETING ATTACHED APPLICATION

The Fair area is located on Main Street, Side Streets and the Crawford Commons Lot / Gazebo Area.

## **GENERAL RULES:**

- No electric or water is available. No generators will be allowed without expressed prior permission. Restrictions will apply. Food trucks must comply with New York State codes.
- One vendor space is 10 feet x 10 feet. IF YOU NEED ADDITIONAL AREA, you must reserve more than one space. This event sells out. There is no extra space for oversized vehicles unless the space is reserved in advance.
- If you will be requesting a particular spot, we will do our best to accommodate when possible. Please send in your request and application as early as possible.
- 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.
- Streets will be closed at 8:30am sharp. Set-up is between 8:30 am -9:45am ONLY. Vehicles must be offsite by 9:45am for street closure. No vehicles (other than approved food vendor vehicles) will be permitted in Fair Area during event hours.
- Breakdown starts at 4:00. Road is scheduled to re-open at 5pm sharp.
- Park only in legal parking spaces during event. There is no parking in the Tosco's building parking lot. See attached map for location of nearby street parking.
- VENDORS are responsible for complete removal of all trash related to space. Dumpster locations will be posted on provided map.
- 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.**
- No Silly String or smoke bombs. PLEASE Use best and reasonable discretion. No toy guns or weapons of any kind may be sold.
- The Town of Crawford reserves the right to shut down vendors who do not observe guidelines

## **FOOD VENDORS:**

All food vendors who will be preparing food onsite or selling non-pre-packaged foods must obtain a certificate from the Orange County Board of Health and/or NYS Dept of Agriculture & 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. 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 within 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.

***Questions regarding food permit applications? Contact Kelly McBride, Public Health Sanitarian (845) 291-2331, Orange County Department of Health Division of Environmental Health.***

### **PLEASE NOTE:**

- 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

**SUBMIT COMPLETED APPLICATION with applicable fee by May 17<sup>th</sup> 2024:**

**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, uncashed check will be returned prior to fair date.**



**SATURDAY, June 1st, 2024**

RAIN DATE: FOLLOWING DAY

**VENDOR/ PARTICIPANT APPLICATION**

APPLICATIONS ARE DUE BY Friday May 17, 2024

Sorry NO Exceptions

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

APPLYING AS PLEASE CIRCLE ONE: Vendor / Local Business / Club or Organization / Team

NAME: \_\_\_\_\_

Physical Address \_\_\_\_\_ CELL \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Email Address: \_\_\_\_\_

PRINT EMAIL ADDRESS NEATLY, AS THIS IS WHERE WE WILL FORWARD EVENT INFO

TAX or non-profit ID # if applicable \_\_\_\_\_

VENDOR WEBSITE and / or Facebook page:

\_\_\_\_\_

OR \_\_\_\_\_ Recent photos of vendor booth included with this application

PRINT NAME of contact person who will be onsite Fair Day:

Name \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

**FOR OFFICE USE ONLY**

## CHECK ONE VENDOR TYPE

(SORRY, NO DIRECT-SALES VENDORS)

       **FOOD VENDOR / Non-refundable FEE \$175.00**

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:

       **'SHELF-STABLE OR PRE-PACKAGED FOOD' Non-refundable FEE \$125.00 per 10x10 Space**  
No cooking or preparing onsite.

       **HIGH QUALITY ART or CRAFT / Non-refundable FEE \$100.00 per 10x10 Space**  
Must be QUALITY HANDMADE or NEW items. Examples include sculpture, visual arts, ceramics, pottery, jewelry.

       **ENTERTAINMENT / Non-refundable FEE \$100.00 per 10x10 Space**  
Examples include face painter, balloon twister, caricaturist, henna artist etc.

       **UFO and-or ALIEN NOVELTY / Non-refundable FEE \$150.00 per 10x10 Space**

       **BOUNCE HOUSE OR SIMILAR / Non-refundable FEE \$250.00**  
Examples include tee shirts, small inflatables, hats, etc.

       **BUSINESS: NOT LOCATED WITHIN TOWN OF CRAWFORD/ Non-refundable FEE \$100.00 Per 10x10 Space**

       **LOCAL BUSINESS WITHIN THE TOWN OF CRAWFORD                      One 10x10 Space\*                      NO FEE**

       **LOCAL SCHOOL-GROUP, TEAM, CLUB                      One 10x10 Space\*                      NO FEE**

       **LOCAL NON-PROFIT ORGANIZATION                      Non-Profit Number: \_\_\_\_\_  
One 10x10 Space\*                      NO FEE**

       **PRESENTER/SPEAKER                      One 10x10 Space\*                      NO FEE**

\*Additional spaces are available at regular vendor fee of \$100 per additional space.

**ALL VENDOR APPLICANTS** Tell us how you plan to incorporate the UFO and/or Alien theme. It can be as easy as naming a food item after something galactic, or simply the use of a green tablecloth. Have fun with it. Creativity is always a plus and attracts more people to your space!

## **PINE BUSH UFO FAIR WAIVER and RELEASE**

I/We the undersigned, who apply to participate during the Pine Bush UFO Fair Day agree as follows:  
(Please initial each)

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\_\_\_\_\_ 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 the 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 should not use pails on the streets. Vendors must use provided dumpsters. Dumpster placement will be marked on vendor map.

\_\_\_\_\_ 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.

\_\_\_\_\_ understand that 'Pine Bush UFO Fair' and its Logo are **TRADEMARKED ENTITIES**. Vendors are not to use the 'Pine Bush UFO Fair' name and/or 'Fair Logo' on merchandise.

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 June 1, 2024**

RAIN DATE: FOLLOWING DAY

**SUMMARY PAGE**

**VENDOR OR GROUP NAME:**

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Non-refundable fee enclosed \$ \_\_\_\_\_ for \_\_\_\_\_ 10 x 10 SPACE (s)

Check or M.O. number: \_\_\_\_\_

PAYABLE TO 'TOWN OF CRAWFORD'

**OR** \_\_\_\_\_ **No fee is due for my vendor type**

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**MUST BE RECEIVED BY Friday, May 17th, 2024**

**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 accepted, uncashed check will be returned prior to fair date)

**Please direct inquiries here:** [communityservices@townofcrawford.org](mailto:communityservices@townofcrawford.org)