

Celebrate *RiverFest*

First Saturday in June • Donohue Park • Cornwall-on-Hudson

Dear Vendor,

Cornwall-on-Hudson will be celebrating its 20th annual *RiverFest* on Saturday, June 3, 2017 at Donahue Park on the shores of the majestic Hudson River. *RiverFest 2017* will feature a full day of entertainment, children's activities, and a large craft and food fair. The festivities will begin at 11:00 am and conclude by 6:00 pm.

You are invited to be a part of the *RiverFest* celebration. Food and craft vending spaces are available at a cost of \$85.00 per 10' x 10' area. The fee for Not-for-profit vendors planning to sell merchandise is \$25.00. Not-for-profit vendors are prohibited from offering food and beverages. Not-for-profit informational vendors are invited to participate at no charge.

Only food vendors and children's activity vendors must provide a certificate of insurance for June 3, 2017, naming the Village of Cornwall-on-Hudson, and Cornwall-on-Hudson RiverFest, Inc., as holders and additional insureds. Please include a copy with your application. In addition, the Orange County Health Department requires that all commercial food vendors submit to an inspection and pay a fee for a temporary, off premise food permit. We suggest that you make these arrangements in advance, directly with the Health Department to avoid any additional fees levied by the inspector on site. We will accept a maximum of 2 food vendors offering the same menu items. Decisions regarding vendor participation will be at the discretion of the *RiverFest* Committee

RiverFest will be held on Saturday June 3, 2017, **rain or shine. There is no rain date scheduled and there will be no refunds issued.** Vendors should plan to provide their own tents. Food vendors will be located on an asphalt surface. Craft and other vendors will be located on the grassy area.

If you require electricity, it will be necessary for you to supply your own generator and notify the committee in advance.

Please plan to arrive by 9:00 am. Set up must be completed no later than 10:30 am so that all vehicles can be moved to designated, on-site vendor parking areas. Shuttle buses will be available throughout the festival hours to transport visitors to and from the festival. The festival will end at 6:00 pm. All vendors are expected to depart no later than 7:00 pm.

A vendor application should be completed in full and returned by May 15, 2017 , as spaces are limited. In the event an application and/or registration fee is received after all spaces have been assigned, the application and fee will be returned to you. Confirmation will be provided regarding parking, space location and set up information once your application has been accepted. Please check www.river-fest.com for updates. Remember that all committee members are volunteers. Messages left on our voicemail will be returned as soon as is practical.

We look forward to having a great day and hope that you will join us.

Sincerely,

The 2017 *RiverFest* Committee

Cornwall-on Hudson RiverFest, Inc.
325 Hudson Street, Cornwall-on Hudson, New York 12520
Tel: 845 534-4200 ext. 8 • Fax: 845 534-3965 www.river-fest.com



Cornwall-on-Hudson
RiverFest 2017

VENDOR APPLICATION-AGREEMENT FORM

I wish to participate in RiverFest 2017 on Saturday, June 3, 2017. I did [], did not [] participate last year. I am a: Commercial Vendor (\$85.00) [], Not for Profit Retail Vendor (\$25.00) [], or Not for Profit Information Vendor (N/C) []. I have enclosed the Space Fee of \$ _____ and a Certificate of Insurance (if required, see below).

PLEASE TYPE OR PRINT CLEARLY

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

DESCRIPTION OF MERCHANDISE (Please provide a specific description of items to be displayed/sold, "crafts" or "food" is not sufficient): _____

FOOD VENDORS MUST SUBMIT A MENU WITH THEIR APPLICATION.

We reserve the right to reject an application for any lawful reason

Waiver of Liability: Vendor assumes all risk of loss or damage to property and waives all claims against the Village of Cornwall-on-Hudson, Cornwall-On-Hudson RiverFest, Inc., and its committee members, which arise out of the use of the premises.

SIGNATURE: _____ DATE: _____

PLEASE RETURN WITH YOUR PAYMENT TO:

Cornwall-On-Hudson RiverFest, Inc.
PO Box 12
Cornwall, NY 12518
845 534-4200 ext 8

DO NOT FAX YOUR APPLICATION

MAKE CHECKS PAYABLE TO: Cornwall-On-Hudson RiverFest, Inc.

- Festival hours are 11:00 am - 6:00 p.m. on Saturday, June 3, 2017 Rain or Shine
There will be no refunds or rain dates
Vending Spaces are 10'x10'. Tents are welcome.
The sale of alcoholic beverages is prohibited.
Food vendors must provide a temporary off premises food permit as required by Orange County Health Dept.
ONLY Food & Children's Activity vendors must provide a Certificate of Liability Insurance naming the Village of Cornwall-on-Hudson, and Cornwall-on Hudson RiverFest, Inc., as holders and additional insureds.
Not for profit vendors are prohibited from selling food and/or beverages.
Only authorized RiverFest 2017 Raffle Tickets will be permitted to be sold at RiverFest.
Electrical outlets are not available. Plan to provide your own generator.

RiverFest Use Only:

Date Received _____ Space Number _____ Comments _____