

2017 EAST FISHKILL COMMUNITY DAY

September 16, 2017

PARTICIPANT INSTRUCTIONS

Purpose: To bring our Community together.

Parade: 1:00 p.m. line up. Walkers line up on Trinka Lane. Vehicles line up on Palen Road. The Parade starts at **2:00 p.m.** Please check website for spot location a day before the event. www.eastfishkillny.org

Floats: Two trophies will be awarded to the Best Float and Most Community Spirit Float. You must be a local business or person/group from East Fishkill to participate in the contest. Judges will announce the winner at the opening ceremony, after the parade. Must submit Parade Registration form in addition to Vendor Application.

Booth: All booths need to remain set up until 7:00 p.m. The booths are located at the Recreation fields off Route 376. Booth size is 10' x 10' for \$25.00. If you would like 2 spots, please submit \$50.00. **Deadline to submit application is Sept. 9.** Write all information on application, example: need electricity, want to be near roller hockey rink, would like same spot as last year, etc. Tables and Pop-up tents are NOT provided. Vehicles are permitted on the field for set-up only. All vehicles should be off the event field by 1:30 p.m.

Food or Product Sales: IF you are selling a food item or a product, you must provide the item description on the Vendor application for approval. Do not purchase the items until you've received approval.

Food Booth: If you are selling a food item, you are required to have a permit from the Department of Health. Call (845) 486-3400 for information. All booths must remain setup until 7:00 p.m. ***Do not order any food until you have received approval of your application.**

* New for 2017 – the event will be followed by a Family Movie night in the park at 7:30 p.m. Food vendors are welcome to remain open if they would like.

Raffles: Individual raffles are acceptable for not-for-profit organizations only.

Spot Locations: Spot location numbers will be assigned a day or two before Community Day. Check the website on or after 9/14/17.

Community Tent: Requests are accepted on a first-come/first-serve basis for not-for-profit community organizations only.

Set up: There will be no security on Friday night. Please set up your tents, tables, chairs, and product on Saturday by 1:00 p.m., except for large booths such as the Boys Scout Bridge you can start on Friday. The parade starts at 2:00 p.m., expect traffic on Route 82.

Take Down: All booths must remain setup until 7:00 p.m. *New for 2017 – the event will be followed by a Family Movie night in the park at 7:30 p.m. Food vendors are welcome to remain open if they would like.

Rain Date: The rain date is Sunday, September 17th at 2:00 p.m. **NO PARADE on the rain date.**

Vendor Pamphlet: Vendors are encouraged to send us a copy of your business card and we will print it for free in the program along with your booth location number. We are hoping this will give all vendors more exposure to the public, and make it easier for people to locate your booth on Community Day.

Business Card = Free

If you'd like to upgrade to a larger print area in the program you may do so at an additional charge:

½ page = \$25.00 Full page = \$50.00

Along with your application send us your business card, and payment (if applicable for upgrade) and you will be included in the program.

2017 EAST FISHKILL COMMUNITY DAY

September 16, 2017

PARTICIPANT INSTRUCTIONS

Please check the website for up-to-the date information. The event will continue unless otherwise noted.
www.eastfishkillny.org or www.facebook.com/efrecreation

New for 2017

Classic Cars: Classic cars and automobiles participating in this year's Community Day Car Show must fill out the applicable section of the vendor application entitled "Community Day Car Show". Cars participating in the car show must participate in the parade. Award trophies will take place during the event. More details to follow.

Returning in 2017

Local Dance School Performances: Dance school performances must fill out the applicable section of the vendor application entitled "Dance School Performance". The town will provide a 20x20 wood dance platform for the performance. Dance schools must supply their own music.

www.eastfishkillny.org



www.facebook.com/efrecreation