

2016 EAST FISHKILL COMMUNITY DAY

September 17, 2016

PARTICIPANT INSTRUCTIONS

Purpose: To bring our Community together.

Parade: 10:30 a.m. line up. Walkers line up on Trinka Lane. Vehicles line up on Palen Road. The Parade starts at **11:30 a.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 4:30 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. 10.** Write all information on application, example: need electricity, want to be near roller hockey rink, would like same spot as last year.

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. All vendors can have information, displays, samples and giveaways.

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 4:30 p.m. *Do not order any food until you have received approval of your application.

Raffles: Individual raffles are acceptable.

Spot Locations: Spot location numbers will be assigned a day or two before Community Day. Check the website on or after 9/14/16.

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 11:00 a.m., except for large booths like the Boys Scout Bridge you can start on Friday. The parade starts at 11:30 a.m.

Take Down: All booths must remain setup until 4:30 p.m.

Rain Date: The rain date is Sunday, September 18th at 12:30 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.

Please check the website for up to the date information. The event will continue unless otherwise noted.

www.eastfishkillny.org

NO FIREWORKS THIS YEAR.