

2018 EAST FISHKILL COMMUNITY DAY

September 15, 2018

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. Car Show line up on Arrowhead 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's at the opening ceremony, after the parade. You 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 12' x 12' for **\$40.00**. If you would like 2 spots, please submit **\$80.00**. **Deadline to submit application is September 1st.** 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. **Any spikes used to set up tents MUST BE covered. All vehicles should be off the event field by 1:30 p.m.**

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. Specify if you have a generator or need a spot with electric.**

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're received approval.

Community Tent: Requests are accepted on a first-come/first-serve basis for not-for-profit community organizations only. SPACE IS LIMITED, priority will be given to sponsors.

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

Classic Cars: Car Show Only- Entrance is through the Community Center at 890 Route 82, Hopewell Jct., NY. Classic cars and automobiles participating in this year's Community Day Car Show must sign in after parking their car on the property. Please allow time to get through town. Roads will closed by 1:30 in preparation for parade. Award trophies will take place during the event.

Classic Cars: Parade Participation- Parade line up is on Arrowhead Road. After parade continue to the Community Center at 890 Route 82, Hopewell Jct., NY. Classic cars and automobiles participating in this year's Community Day Car Show must sign in after parking their car on the property. Award trophies will take place during the event.

Local Dance, Cheer or Martial Arts School Performances: to have a performance you must fill out the applicable section of the participation application entitled "Performance". The town will provide a 20x20 wood platform for the performance. Any performance schools must supply their own music.

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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.

Spot Locations: Spot location numbers will be assigned a day or two before Community Day. Check the website on or after 9/13/18.

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.

Rain Date: The rain date is Sunday, September 16th at 2:00 p.m. **NO PARADE on the rain date.** The event will continue unless otherwise noted.

Please check the website for up-to-the date information.

www.eastfishkillny.org



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