



ORANGE COUNTY FAIR Vendor Application – Instructions & Vendor Guidelines

239 Wisner Avenue Middletown, New York 10940
Telephone: 845-342-2573 Fax: 845-343-8765
Email: ocfairny@yahoo.com

2023 Fair Dates– July 20 – 30, 2023

Hours of Operation: 4:00pm - 11:00pm Thursday, July 20th & Friday, July 21st
1:00pm - 11:00pm Saturday, July 22nd & Sunday, July 23rd
4:00pm - 11:00pm Monday, July 24th - Friday, July 28th
1:00pm - 11:00pm Saturday, July 29th & Sunday, July 30th

To all Applicants:

Thank you for your interest in the 183rd Orange County Fair.

When considering a vendor for admission to the fair, we look at the product/organization that you wish to promote and the appearance of your booth/trailer. We also have a policy to limit the number of vendors selling the same type of product. All vendors must include picture of booth set-up, list of pricing, and must provide a 150' electrical cord.

TYPES OF AGREEMENTS (Outdoor Spaces):

- **NON-FOOD SALES** – Agreements are issued for selling a product (non-food) or service. Rates for space are \$50 per foot and 10 feet depth, plus additional charge (Liability Insurance). A 10 x10 space is the smallest available.

- **PROMOTIONAL** - Agreements are issued for displaying and/or promoting a product or service. Rates for space are \$50 per foot and 10 feet depth, plus additional charge (Liability Insurance). A 10x10 space is the smallest available.

- **FOOD VENDORS** - Rates for space are \$50 per foot and 10 feet depth, plus additional charge (Liability Insurance). A 10 x10 space is the smallest available. Vendors **MUST** pay daily to the Fair Office 20% gross sales before open on the following day. On the last day of the Fair, if the percentage of your total gross sales is greater than your "space rental" fee charged on your agreement, your "Space Rental" fee will be returned to you. However, if the percentage of your total gross sales collected is lower than your "Space Rental" fee, your percentage would then be returned to you. **Food Vendors are required to have a valid permit issued from the Orange County Department of Health.** Applications must be obtained by contacting the O.C. Dept of Health, Division of Environmental Health, 1887 County Building, 124 Main Street, Goshen, NY 10924.

Phone: 845-291-2331, Fax: 845-291-4078

Website: www.orangecountygov.com/535/Environmental-Health

ALL VENDORS ARE REQUIRED TO HAVE:

- **LIABILITY INSURANCE:** There will be a \$100.00 fee applied to your Space Rental Agreement. This fee can be waived if a Certificate of Insurance is received for a minimum of one million dollars (\$1,000,000), naming Orange Motorsports & Entertainment, LLC., Orange County Fair and the Orange County Agricultural Society, Inc., as additional insured. Certificates can be mailed to Orange County Fair, 239 Wisner Avenue, Middletown, NY 10940. You may also fax to 845-343-8765 or emailed to ocfairny@yahoo.com.

- **NYS SALES TAX:** If you are selling merchandise/food, it is your responsibility to obtain proper documentation from the NYS Sales Tax Office. You can apply for a Certificate of Authority at the following NYS Dept. of Taxation and Finance link: www.businessexpress.ny.gov/app/answers/cms/a_id/2058/. Your Certificate of Authority should be on display at your location as well as a copy provided to the Fair office for your file.

- **Vendor ID Pass:** Everyone entering the fairgrounds must have a gate pass. Vendors are required to purchase Vendor ID passes for themselves and their staff. The cost is \$20.00 per person. Vendor ID Passes are to be used solely for the staffing of your display. Violation may result in termination of your contract. Vendor ID Passes can be purchased before and through the Fair at the Main Office.

Note: Vendor Agreement fees are subject to change and do not include: Vendor ID passes for personnel, tent, table, chair rentals, and/or any other expenses. Limited on-site camp sites are available at an additional charge on a first come, first serve basis.

Please feel free to call the Fair office at 845-342-2573, if you have any questions or need additional information.

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VENDOR SPACE APPLICATION

(THIS IS NOT AN AGREEMENT-PLEASE DO NOT SEND PAYMENT)

Please complete the information below and mail, email or fax to the above address.

Type of Application:
(Please Check One)

Non-Food Sales
Promotional (Advertising, Information, Education)
Food Sales

Company Name: _____
Contact Person: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Work Telephone: _____ Home Telephone: _____
Cell Phone: _____ Fax: _____
Email: _____

List all desired items and/or services to be sold, exhibited, or displayed below. **ONLY** approved items will be listed on rental agreement. Please include photo of booth or food-truck set-up.

Space Requirements:

Outdoor Space:

Size Needed: _____ Frontage: _____ Depth: _____

Do you have (Check One): Trailer Tent

***SPACE RENTAL AGREEMENT DOES NOT INCLUDE: TENTS, TABLES, CHAIRS, ETC.
VENDOR MUST PROVIDE ALL EQUIPMENT NEEDED FOR THEIR DISPLAY.**

*It is understood that this is an application for vendor/concession space only. **THIS IS NOT A CONTRACT.** Orange Motorsports & Entertainment and the Orange County Agricultural Society/Orange County Fair reserves the right to accept or reject any application.*

Signature: _____ **Date:** _____

Office Use only:

Date Received:

Comments:

