



Vendor Application – Instructions & Vendor Guidelines

239 Wisner Avenue Middletown, New York 10940

Telephone: 845-775-4968

Email: ocfairny@yahoo.com

2024 Fair Dates– July 18 – 28, 2024

Hours of Operation: 4:00pm - 11:00pm Thursday, July 18th & Friday, July 19th
1:00pm - 11:00pm Saturday, July 20th & Sunday, July 21st
4:00pm - 11:00pm Monday, July 22nd - Friday, July 26th
1:00pm - 11:00pm Saturday, July 27th & Sunday, July 28th

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.

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 will pay daily to the Fair Office 20% gross sales. 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 \$65.00 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 COUNTY AGRICULTURAL SOCIETY, INC, and ORANGE FAIR COUNTY as additional insured.** Certificates can be mailed to Orange County Fair, 239 Wisner Avenue, Middletown, NY 10940. You may also email them 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 845-775-4933, if you have any questions or need additional information.