

May 1, 2017

Dear Vendor,

The Town of Washington Rec would like to invite you to participate in our first Annual Fall Festival on Saturday, September 30th from 11-2pm, which will be held at the Town of Washington Park. The park is located at 3744 Route 44 Millbrook, NY. We're excited to kick off this new event! The Fall Festival will feature food, drinks, crafts, clothing, musical entertainment, outdoor activities, and much more.

Space is available on a first-come, first-serve basis based on postmark dates. All vendor spaces will be measured and outlined so there will be no confusion as to space size and location. Each vendor is strongly suggested to have their own pop up tent.

This event will run in conjunction with our fall soccer games, our second largest attended program, bringing in 250 local patrons.

Thank you for participating and we look forward to a great Fall Festival!

Sincerely,

Chelsea Edson & Kelly Cassinelli

Town of Washington Recreation Department

P: 845.677.8278 | F: 845.605.1052 | E:[recdirector@washingtontny.org](mailto:recdirector@washingtontny.org), [assistantrecdirector@washingtontny.org](mailto:assistantrecdirector@washingtontny.org)

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Vendor/ Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Goods Selling: \_\_\_\_\_

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Certificate of Insurance attached: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain. [subject for review prior to acceptance]

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Registration: \$10/ space **OR** \$5/ space and donation of an item to our raffle.

If choosing to participate in raffle, please state donated item here: \_\_\_\_\_

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Please submit payment by August 15, 2017 to ensure a space. Upon receipt, schedules and further details will be emailed to all vendors.

Cash or Check made payable to : Town of Washington Mail to: PO Box 970, Millbrook, NY 12545

**Thank you!**