



The Halfmoon Celebrations Association Inc.
2 Halfmoon Town Plaza
Halfmoon New York 12065

9TH ANNUAL HALFMOON CELEBRATIONS FALL FESTIVAL
Saturday, September 23, 2017 from 1:00pm-5:00pm at the Halfmoon Town Park off of Route 236

VENDOR REGISTRATION FORM

Contact Name _____ Date _____
(Please print)

Mailing Address _____

City

State

Zip

Phone # (____) _____ Email Address _____

Information about your business:

Business Name _____

Please describe your products/activities/service _____

Company Website _____

By signing and payment or participating in this activity, I agree to indemnify and hold harmless the Town of Halfmoon and the Halfmoon Celebrations Association, its employees, personnel and volunteers from any and all liability for injuries or damages which may arise as a result of participating in this activity.

Cancellation Policy: Since the fees collected must offset the event expenses, **any requests for a refund must be submitted in writing by Friday, September 15th, 2017.** Requests after that time will not be considered. There will be a \$5 service charge on all cancellations to cover refund costs and there will be a \$20.00 fee on all returned checks.

We are requesting a donation for our raffle from your company/organization. The raffle helps support the activities of Halfmoon Celebrations, which is a not-for-profit organization and is run by town volunteers who have the commitment to deliver free family fun events to our residents that build on the foundation of a strong neighborly community. This donation can be brought to the Town of Halfmoon Town Hall (Town Clerks Office), 2 Halfmoon Town Plaza, Halfmoon, NY 12065. The Clerk's Office hours are Monday through Friday 8:00am-4:00pm, with additional hours on Wednesday 8:00am-7:00pm. **Please have your donation in by Friday, September 8th, 2017 or it can be brought to the raffle table the day of the event by 12:30pm.**

PARTICIPANT'S SIGNATURE _____ Date _____

Only one Direct Selling Vendor will be allowed from each company. Halfmoon Celebrations reserves the right to limit or deny any vendor application it deems inappropriate or limit the same type of category. Once payment is received, a confirmation email will be sent.

Registration fee options (please choose one):

Option #1:

____ Registration fee: \$35

Booth Space Indoors (Clubhouse): 8' X 8' space (6 'rectangular table and 2 chairs provided)

____ electricity needed (Clubhouse) (please check here if not leave blank)

LIMITED ELECTRICITY SPACES AVAILABLE

Raffle item description _____ Value of raffle item _____

Option #2

____ Registration fee: \$25

Booth Space Outdoors: No larger than 10' X 10' space (tables and chairs are not provided) Electricity is not available outside. Canopies and EZ Ups are permitted, however they must be secured into the ground properly. Please bring any supplies you need to appropriately secure your canopy. Failure to appropriately secure your EZ Up will result in you being asked to take it down due to safety hazards.

Raffle item description _____ Value of raffle item _____

****PLEASE NOTE THAT WE WILL NOT BE ABLE TO ACCOMADATE ANY REQUEST TO MOVE INSIDE ON THE DAY OF THE EVENT DUE TO INCLIMENT WEATHER. NO EXCEPTIONS. PLEASE PLAN ACCORDINGLY; FURTHERMORE, THERE WILL BE NO SOLICITATION BY VENDORS****

Please identify any special needs (i.e. Allergies or physical limitations) _____

Please complete the form and mail with a check or money order payable to:

Halfmoon Celebrations Association

Attn: Fall Festival Vendor

2 Halfmoon Town Plaza

Halfmoon, New York 12065

GPS Address to Town Park: 162 Route 236, Halfmoon, New York 12065

Vendors can begin arriving for set-up no earlier than 11:00am. You should plan on arriving no later than 12:00pm for set-up. Vendors are expected to remain open for business until 5:00pm.

For questions, please call Kristen Woodworth at (518) 701-3464 or email her at HalfmoonCelebrations@gmail.com. **Please include Fall Vendor Registration in the subject line.** Please **RSVP by Monday, August 7th, 2017**, so that we can also advertise your business on our Fall Festival flyer.

Thank You,

Kristen Woodworth

**Kristen Woodworth- Secretary & Volunteer
Halfmoon Celebrations Association**

David Maxfield

**David Maxfield- President & Volunteer
Halfmoon Celebrations Association**