

**Monroe Founder's Day Charity/Not-for-profit Application**

Date of Event: **9/21/19**  
Time: **10 am through 5 pm**      Set up time: 7 am - 9:30 am  
Space: 10 Feet - Applicant must provide their own tables and chairs  
Preference to local organization      Inquiries: (917) 538-2821  
Cost: **\$25 per space** (Note: Application deadline does apply)  
Checks must be made payable to **Action in Monroe**  
Mailed to: **Village of Monroe c/o Founder's Day**  
**7 Stage Road Monroe, NY 10950**



For more information, contact: Dorey Houle at [trustee.houle@villageofmonroe.org](mailto:trustee.houle@villageofmonroe.org)  
If your booth primarily consists of food items, you must come in as a food vendor by submitting a food vendor application and include copies of permits issued by the Orange County Department of Health.

Please Note: Application **deadline**: postmarked by **Saturday, August 31, 2019**  
Use of the Village of Monroe logo/trademark or reasonable facsimile may be permitted only with prior written approval. Failure to comply will subject vendor to forfeiture of space and application fee.

Set up to be completed by 9:30 am and must remain up until closing at 5 pm. At close down, your area must be left clean. No refunds unless event is canceled. Dealer is responsible for table security and collecting and paying all taxes related to show sale. Raffles are only permitted with a game of chance number from the State Racing & Wagering Board.

To be permitted: LP tanks and electrical equipment (15 amp max) must be used in compliance with NFPA Code. **Notify us if you require electric. Applicant may be required to supply a generator if equipment warrants. The Village of Monroe is not responsible for any claim, suit or loss by exhibitor.**

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Complete this section and return it with your check. 2019

Organization Name \_\_\_\_\_

Contact: First and last name \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Payment enclosed: # of spaces X \$25= \_\_\_\_\_ Electric: yes/no (see note above)

List Items to be Sold: \_\_\_\_\_

Sales Tax ID#: \_\_\_\_\_

I, \_\_\_\_\_, have read the guidelines of participating in the Village of Monroe Founder's Day Festival and understand that my compliance with such is mandatory. I agree to follow all rules and guidelines of the aforementioned. I understand that failure to follow all rules and guidelines will cause my spot to be forfeited without refund.