



Please keep this page to reference for all Port Jervis NY Tourism events.

**\*VENDOR APPLICATION DEADLINE: 1 month prior to the event. NO EXCEPTIONS**

\*VENDORS WILL BE E-MAILED APPROXIMATELY 1 WEEK PRIOR TO ANY EVENT FOR ADDITIONAL INFORMATION, INCLUDING SPACE LOCATION, SET UP TIME & BREAK DOWN INFORMATION, PARKING.

\*ALL PORT JERVIS TOURISM EVENTS ARE HELD RAIN, SNOW OR SHINE.  
No refunds will be issued for vendor cancellation, illness, or weather conditions.  
Please come prepared for all weather conditions, including weighted down tents due to wind.

\*PLEASE FOLLOW ALL VENDORS INSTRUCTIONS FOR SET UP & BREAK DOWN FOR ALL EVENTS.

- 1) Vendors must drop their merchandise, park their vehicles, & then set up.
- 2) THERE IS NO PARKING INSIDE THE FESTIVAL AREA. VENDORS MUST PARK IN DESIGNATED AREAS.
- 3) Vendors may NOT block the street or roadway with their vehicle or place their merchandise & supplies in another vendor's space while dropping off or setting up.
- 4) Vendors are not permitted to store merchandise or their chairs on the sidewalk during any event. Sidewalks must always remain clear.
- 5) No vendor is permitted to close early or bring their vehicle into the festival area while the event is still going on. NO EXCEPTIONS!
- 6) At close, leave your area clean.
- 7) DO NOT MOVE any barricade / safety cones to enter or exit festival area.

\*FESTIVAL SCHEDULED TIMES WILL BE POSTED ON THE EVENTS APPLICATION.

Vendor set up times will be emailed prior to the event.  
All Food Trucks & Trailers MUST ARRIVE & SET UP during designated times.

\*Space sizes & fees will be posted on events application.  
Please do not encroach on another vendor's space or try to take extra space that was not signed up or paid for.

\*WE ACCEPT ALL FAMILY FRIENDLY VENDORS.

The Port Jervis Tourism Board permits 1 Independent Consultant per company at each event. You are permitted to pair up with another consultant from the same company. Independent Consultants from the prior year participating have first preference.

- 1) Vendors are responsible for supplying their own tables & chairs.
- 2) If you are selling unpackaged food items, you must apply as a FOOD VENDOR.
- 3) FOOD VENDORS must obtain a Health Permit from the Orange County NY Dept. of Health.
- 4) NO FLEA MARKET MERCHANDISE

\*ALL VENDORS! Please list all merchandise, foods, etc. you plan on selling at the event on the application. Enclose images of your merchandise. If you are a returning vendor, please also list what you plan on selling. We cannot promise merchandise exclusively as we don't always know everything a vendor is selling.

\*APPLICATIONS MUST INCLUDE A SIGNATURE TO THE WAIVER, AGREEING TO COMPLY WITH THE RULES OF THIS PAGE, AND TO INDEMNIFY & HOLD HARMLESS PORT JERVIS NY TOURISM BOARD, THE CITY OF PORT JERVIS, & THEIR AGENTS.

We appreciate your compliance with these rules, to make it a smooth, fun, successful day for all.

Keep this part; Return the completed application with check payable to Port Jervis Tourism.

Mail to: Port Jervis Tourism 20 Hammond Street, Port Jervis NY 12771

Or bring to: The City Clerk's Office, hours 9:00am - 4:00pm City Hall 20 Hammond Street, Port Jervis

[tourism@portjervisny.gov](mailto:tourism@portjervisny.gov)

Vendor Contact: Tourism Chairwoman Laura Meyer (973)534-4177