

Hello Vendors!

New Windsor Community Day is **NEXT Saturday, September 13!** We are so excited to welcome back all our returning vendors, as well as ones joining us for the first time this year. Please read this IN FULL, as we are including all the information you need to make your day with us successful.

Next week, will receive your assigned vendor booth spaces and a site map prior to the event (likely by Thursday, September 11).

Regular Vendor Booth Check In:

(Includes: Merchandise Vendors, Non-Profits, Sponsor Booths)

Friday Check In:

For those who chose Friday check in, or even if you did not and would like to setup or drop your bulky items off Friday, you are welcome to do so. You will be able to drive to your space between 12pm and 7pm. As long as you arrive by 7pm, you will be able to stay on the field and unload after we close the entrance. We want to get our crew home and rested for Saturday, but we also want to make sure you find your correct spot on the field so we want someone there to direct you to your spot.

Saturday Check In:

Since we are opening an hour earlier this year for a special sensory opening, Saturday morning check in is moved up by an hour.

- Saturday morning check in is from 8am – 11am. You chose your check in time frame when you signed up. The earlier you arrive, the better!
- When you arrive at the park, please follow the signs to the vendor check in area.
- Once checked in, you will be able to drive to your spot on the field. Please follow the directions of our field crew as we direct you to your spot.
- Please **FULLY UNLOAD YOUR CAR** and remove the car from the field **BEFORE** you start setting up your booth. We need to remove cars from the field as fast as possible to keep traffic moving.
- **ALL CARS need to be removed from the field by 10:45am. If you arrive late you will have to park and walk your booth contents up. For the safety of our visitors there are NO EXCEPTIONS to this rule.**
- At the end of the night, you will be able to drive back to your spot to pack up. If you choose to leave early you will need to walk off your booth contents.

Saturday morning will be busy. We try to keep traffic moving as fast as possible, so please minimize the number of cars that need to drive onto the field by consolidating, and follow the directions of our crew.

Food Vendor Check In:

Food vendors do not have a specific space number. You will be directed to your area when you arrive. **Friday setup is highly encouraged as well.** A reminder, the Orange County Department of Health will be on site Saturday. Please make sure you have any appropriate permits you need through them. If they shut you down, we cannot help you and there are no refunds.

