

# Polish Town Fair Booth Application 2025

The Polish Town Civic Association's Polish Town Fair will be held August 16th and 17th, 2025

10:00 AM to 6:00 PM Both Days

Contact: **PolishTownCivicRiverhead@gmail.com** or **(631) 369-1616**

Please take time to read these rules and regulations so there will be no problems during the fair. The Polish Town Civic Association are the sponsors of the fair and festival, and all committee members are volunteers. We, who sponsor the event, have the ultimate decision to limit the number of booths, types of merchandise sold, and what is exhibited. Applications will be accepted on a first come first serve basis, on merit and quality. As in previous years, we allocate a percentage of categories for booth spaces. We strongly urge that to be assured of a booth space, please send in your application early. Booth spaces are carefully designated, according to your past performance and type of merchandise.

Before stating the rules and regulations the Polish Town Civic Association would like to address a problem that has occurred in previous years-GARBAGE! It is imperative that all vendors clean up their spaces and dispose of their trash in designated receptacles. Failure to do so will flag your booth as to not be invited back to our fair in upcoming years.

## **RULES AND REGULATIONS**

1. Payment (online or via mailed in check) must be paid in full by July 18th and will be deposited on receipt. Note, this does not necessarily mean acceptance. If your application is rejected, all fees will be returned. You must include a photocopy of your current New York State sales tax certificate, and the name must match your name on the application. Also, a large self-addressed stamped envelope for our reply is required,

also if you are a food vendor, the booth must have the same name on the New York State health department permit as on the application.

2. This is a Polish Fair and no Polish joke items will be allowed. In the spirit of cooperation, please dress in red and white and decorate your booths as much as possible. Booth advertisement is limited to your booth area. Only signs advertising your wares are permitted, no political promotions or raffles will be allowed.
3. All tables and booths must be placed no more than 4 feet from the curb. A t-mark will show the 4-foot limit in any case the streets are not level. You have 6 feet back from the curb and 4 feet on the street; all your tables, tents, etc. must be contained within the space. Booth spaces are 10x10. Please remember that this is a street fair, and we have no control over utility poles, trees, or any other natural formations in your booth area.
4. NOTE: we will not be providing electricity. If your booth requires electricity, you will need to provide your own.
5. Booth setup will take place between 7 AM and 9 AM. All vehicles must be off the street by 9 AM. Late arrivals will not be accepted as it causes much stress to the fair committee and the vendors already set up.
6. Booths must close promptly at 6 PM each day according to the Riverhead Town ordinance. Failing to shut down properly and timely will result in not being invited back to the fair.
7. Again, each vendor is responsible for cleaning up their own place. Please bring a broom and heavy-duty garbage bags that can be placed into designated receptacles.
8. If for some unforeseen reason you cannot attend the fair, your space is non-transferable. It must go through the Polish Town Civic Association to be reassigned.
9. The Polish Town Fair is a rain or shine event, be prepared. There are NO REFUNDS. The fair committee reserves the right to refuse your booth at the fair if you have not complied with the rules and regulations. You will be monitored by the fair committee.

10. You are required to have your own insurance for this event. The P.T.C.A. is not liable.

*I HAVE READ AND AGREE TO THE POLISH TOWN FAIR & FESTIVALS RULES AND REGULATIONS \_\_\_\_\_ initial here please*

NOTE: ALL FOOD BOOTHS MUST COMPLY TO THE RULES AND REGULATIONS OF THE SUFFOLK COUNTY HEALTH DEPARTMENT. SPACE ALLOTMENT FOR FOOD BOOTHS AND VEHICLES ARE LIMITED. HEALTH DEPARTMENT NUMBER MUST MATCH ON APPLICATION.

**The selling of kielbasa sandwiches is exclusive to the Polish Town Civic Association**

**We wish all of our vendors a great day! Make lots of sales, have fun, and make lots of good memories!**

Use the below graph to determine the cost of your booth.

BOOTH PRICING

	Booth Price	EMT*	Total
Manufactured Goods	\$290	+\$10	\$300
Food (limited space)	\$325	+\$10	\$335

\*EMT (EMERGENCY MEDICAL TECHNICIANS) MANDATORY

Payment (online or via mailed in check) must be paid in full by July 18th and will be deposited on receipt. Note, this does not necessarily mean acceptance. Applications will not be processed without payment. Please make checks payable to the Polish Town Civic Association, INC. and mail to **300 Lincoln St., Polish Town USA Riverhead, NY 11901** attention Karen Waski or Kevin Davis. Please do not forget to enclose a self-addressed, stamped envelope for your reply. Applications will be accepted electronically as well as paper.

NOTE: This is a first come first served event and we are often sold out by the beginning of May.

Your Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

NYS Sales Tax Number \_\_\_\_\_

Cost of booth(s) using the graphic above \$ \_\_\_\_\_

How many spaces are you applying for? \_\_\_\_\_

Street Address \_\_\_\_\_

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

Phone Number \_\_\_\_\_

Company Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Company email if different \_\_\_\_\_

Please list exactly what you plan to sell or exhibit.

Only items listed on your application will be permitted for sale or exhibition at your booth, strictly enforced by the fair committee. Please note all merchandise must be authentic: a certificate of authenticity must be available, no counterfeit, illegal, or designer merchandise will be accepted. This will be strictly enforced by officials on site, violators will be arrested and fined.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include picture(s) of your booth set up with your mailed or emailed application.

Provide a description of your booth. The booth spaces are 10 x 10, if you need more space you will be required to purchase additional spaces.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Once you have completed this form, please print and fill out the attached waiver.** Then, mail the signed waiver, the check (unless paying online), a large self addressed and stamped envelope, and a photocopy of New York State tax certificate to 300 Lincoln St., Polish Town USA Riverhead, NY 11901.

**POLISH TOWN FAIR & FESTIVAL  
POLISH TOWN CIVIC ASSOCIATION  
RIVERHEAD NY 11901**

**WAIVER**

**YOUR NAME** \_\_\_\_\_

**COMPANY NAME** \_\_\_\_\_

**IS RESPONSIBLE AND LIABLE FOR THEIR PERSONAL PROPERTY AND EQUIPMENT  
AND TO INDEMNIFY AND HOLD HARMLESS THE POLISH TOWN CIVIC ASSOCIATION,  
RIVERHEAD NY. AGAINST ANY AND ALL DAMAGE, COST AND EXPENSE INCURRED IF  
ANY, DURING THE POLISH TOWN FAIR & FESTIVAL AUGUST 16TH AND 17TH 2025.  
ALSO TO ABIDE BY ALL THE RULES AND REGULATIONS SAID FORTH BY  
THE POLISH TOWN CIVIC ASSOCIATION FAIR COMMITTEE.**

**VENDOR SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NOTARY PUBLIC SIGNATURE AND STAMP** \_\_\_\_\_