

# Monroe Cheese Festival Charity/ Not-for-profit Application

Complete this section, and return it with your check/money order

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

Contact: First name, Last name \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Fee: Village resident \$50 After August 30 \$75 Total # of spaces X fee = \_\_\_\_\_

Fee: Non-Village resident \$75 After August 30 \$100 Total # of spaces X fee = \_\_\_\_\_

Content of Booth \_\_\_\_\_

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

Electric  yes (Amps 15 Max)

2026

I Agree to the Following:

**Application deadline: Received by September 3, 2026 at Village Hall**

Use of the Cheese Festival logo/trademark or reasonable facsimile may be permitted only with prior written approval

Failure to comply will subject me to forfeiture of space and application fee.

(Any questions regarding your merchandise **Email : [cheesefestival@villageofmonroe.org](mailto:cheesefestival@villageofmonroe.org)**)

Set up to be completed by 9:30 AM and must remain up until closing at 4:00pm

At close down, your area must be left clean.

No refunds unless show is cancelled. Dealer is responsible for table security.

Dealer is responsible for 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 & Electrical Equipment must be used in compliance with NFPA Code

Notify us above if you require electric

Action in Monroe, Inc. or The Village of Monroe is not responsible for any claim, suit or loss by exhibitor

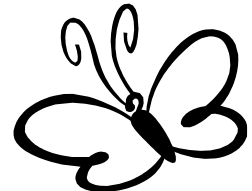
**If your booth primarily consist of food item, you must come in as a food vendor and submit a food vendor application**

I certify that I have read and understand fully the application

Signature: \_\_\_\_\_ and that I am authorized to bind the applicant to said rules

**Check List (items needed to complete your application. Partial application will not be accepted)**

- Application: All questions must be completed and signed
- Hold Harmless form must be signed and returned with application
- Proof of current Liability Insurance naming the Village of Monroe and Action in Monroe as additional insured
- Full Payment ( check or money order. (Made to: Action in Monroe)



# Monroe Cheese Festival Charity/ Not-for-profit Application

## Vendor's Copy



**Date of Event: 9/12/2026**

**Time:** 10 AM through 4 PM - **Set up time:** 7:00 AM - 9:30 AM

**Space:** 10 Feet -Applicant must provide their own tables and chairs

**Preference to local organizations**

**www.villageofmonroe (cheesefest tab)**

**Cost: per space (Note: Application deadline and residency locations do determine fee)**

Checks must be made **payable to: Action in Monroe**

**Mailed to:** Action in Monroe 7 Stage Road - Monroe, NY 10950

For more information, email The Monroe Cheese Festival : [cheesefestival@villageofmonroe.org](mailto:cheesefestival@villageofmonroe.org)

**If your booth consist of food , you must come in as a food vendor and submit a food vendor application**

**Please Note: Application deadline:** Received by September 3, 2026 at Village Hall **by 4pm**

Use of the Cheese Festival 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.

(Any questions regarding your merchandise, [cheesefestival@villageofmonroe.org](mailto:cheesefestival@villageofmonroe.org)

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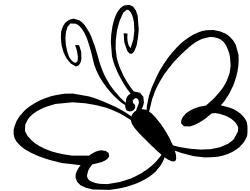
Dealer is responsible for collecting and paying all taxes related to show sale

**Raffles are only permitted with a game of chance number from the State Racing & Wagering Board**

**To be permitted,** LP Tanks & Electrical Equipment must be used in compliance with NFPA Code

Notify us on application if you require electric

Action in Monroe, Inc. or The Village of Monroe is not responsible for any claim, suit or loss by exhibitor



### Check List (items needed to complete your application. Partial application will not be accepted)

Application: All questions must be completed and signed

Hold Harmless form must be signed and returned with application

Proof of current Liability Insurance naming the Village of Monroe and Action in Monroe

as additional insured

Full Payment ( check or money order. (Made to: Action in Monroe)

## 2026 Village of Monroe Cheese Festival



### Hold Harmless Agreement

To the fullest extent allowable by law, \_\_\_\_\_ agrees for itself and its insurers to indemnify, defend and hold harmless the Village of Monroe, NY and Action in Monroe Inc. their parent, subsidiary and affiliated companies and their respective agents, officers, directors, employees, and assigns from and against any and all liabilities, claims, losses, damages, penalties, costs, or expenses (including but not limited to court costs and reasonable attorney's fees) for damage to property of whatsoever kind of nature to persons (including, but not limited to death) arising out of or due to or claimed to have arisen out of or been due to or claimed to have arisen out of or been due to the design, manufacture, delivery, installation, use, maintenance, repair, or operation of any part or all of the goods, material and equipment, if any, supplied by subcontractor, or the performance of the work by

\_\_\_\_\_, its agents, officers, or employees, or any other operation no matter by whom performed for or on behalf of \_\_\_\_\_.

Signature \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

Vendors must sign and return the Hold Harmless Agreement.

Vendors are required to submit an original Certificate of Liability Insurance naming the Village of Monroe and Action in Monroe as additional insured in the amount of one million dollars (\$1,000,000) for each person and two million dollars (\$2,000,000) for each incident.

All volunteers working with a vendor must return a volunteer waiver form with this application.

***NO VENDOR WILL BE PERMITTED ON SITE WITHOUT COMPLETE COMPLIANCE TO THE ITEMS LISTED ABOVE.***

I, the vendor, have read and agree to abide to all of the conditions on the face of this contract.

Signature of vendor \_\_\_\_\_

Name of  
Company \_\_\_\_\_

Date \_\_\_\_\_