

Monroe Cheese Festival Local Civic Organization Application

*This application is for local civic organizations. We reserve the right to limit
1 space/organization and no more than 2 like organizations side by side*

Complete this section, and return it with your check.

Group's Name & Purpose _____

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 = _____

Sales Tax ID# _____

Electric yes (Amps Max 15)

****If your booth will be selling food items, you must come in as a food vendor**

I Agree to the Following:

2026

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 me to forfeiture of space and application fee.

(Any questions regarding your merchandise contact: 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

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 Local Civic Organization Application Vendor's Copy

*This application is for local civic organizations. We reserve the right to limit
1 space/organization and no more than 2 like organizations side by side*

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 vendors with same merchandise Inquiries: **www.villageofmonroe.org (cheesefest tab)**

Cost: \$50 per space (Note: Application deadline do apply)

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

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

For more information, contact: The Monroe Cheese Festival cheesefestival@villageofmonroe.org

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, **email: 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 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

If your booth will be selling food items, you must come in as a food vendor



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 _____