

First Friday – Non Vending Checklist

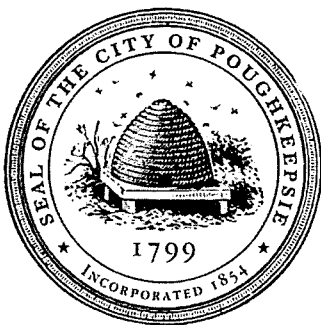
Please complete the following:

- Complete First Friday Online Application: www.FirstFridayPK.com/vendor (select non-profit)
- Complete the Non-Vending Participant Application and return to City Chamberlain Office (62 Civic Center Plaza)

Key Things To Remember:

- Event is weather pending; any cancellations will be sent via email by 10am event day.
- Space will only be provided with approval by First Friday Committee; please advise in your application if electricity is needed.
- Vendors are responsible for their own set-up, including table, chairs, tent, etc.
- A detailed map and vendor information sheet will be emailed prior to event.

Any questions or concerns; please email Bianca Hendricks at FirstFridayPK.com



THE CITY OF POUGHKEEPSIE
NON-VENDING PARTICIPANT APPLICATION

This application is only for participants distributing information during a Community Event.

Applicant Name: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip _____

Phone Number: _____ Alternate Phone Number _____

E-Mail Address: _____

On-Site Contact Name: _____ Phone Number: _____

Name, Date & Location of Community Event: _____

Date of Event: _____ Time of Coverage: _____

In the interest of public safety, please submit with this application a copy of the on-site person's current State-Issued Driver's License as well as the current registration and current insurance card for any vehicle being used that day.

Indemnification:

I and/or organization I represent agree to indemnify, defend, and hold harmless the City of Poughkeepsie, its officials, agents and employees from and against any and all claims, demands, losses and expenses, including legal fees arising in and from my activities and/or those of the organization I represent during the term of the mentioned coverage of the Community Event.

SIGNATURE OF APPLICANT

DATE