



# THE WATERFRONT FESTIVAL

## Vendor Application

Event date – Saturday, June 17<sup>th</sup>, 2023

11:00 AM – 8:00 PM

**Please return as soon as possible. Applications due no later than Thursday, June 1<sup>st</sup>, 2023. Any applications received after this date will NOT be considered for the 2023 Festival.**

Business/Organization \_\_\_\_\_

Contact Name & Title \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone # ( ) \_\_\_\_\_ ext. \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

Email \_\_\_\_\_

Describe your products or services below, along with some idea of the sales setup you plan.  
(Trailer, just a table, tent, etc.)

Non-Profits are requested to have an interactive activity. Please describe (Provide photos if applicable)

Equipment (table, chair, canopy or tent, lighting)

**NO ELECTRIC AVAILABLE/MUST PROVIDE OWN POWER**

**\*\*Committee will only review applications submitted in full along with payment and contract. \*\***

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Contract between:

**And Watkins Glen Promotions (hereafter known as WGP) for operation during the event known as the Waterfront Festival occurring June 17, 2023.**

Both parties agree as follows:

### **A. RESPONSIBILITIES OF WATKINS GLEN PROMOTIONS**

1. WGP shall have the right to review and qualify the product line.
2. WGP shall have the right to terminate the VENDOR Agreement at any time should the VENDOR fail to meet established standards and conditions set forth in this Agreement and conduct sales activities in good faith.
3. WGP to provide space for VENDOR to provide services on the event grounds and reserves the right to limit VENDOR's vehicular access to the event area, as well as to disallow any VENDOR tent/structure that does not meet WGP standards.

### **B. RESPONSIBILITIES OF THE VENDOR**

1. VENDOR agrees to pay a fee for booths or sites as described herein and attached as Exhibit A.
2. The VENDOR agrees to set-up and tear down their operations under the time frame described herein and attached as Exhibit A. VENDOR sales locations are at the discretion of the WGP.
3. The VENDOR will not sell or donate space in its booth or site for advertising and/or promotion to any third party without WGP approval.
4. The VENDOR agrees to operate in accordance with regulations set forth in the New York State Health Codes and he/she must be individually permitted, where applicable, to operate by the State of New York.
5. The VENDOR is responsible for paying all applicable federal, state, and local taxes. VENDOR is required by law, to obtain and display a valid New York State Certificate of Authority to collect New York State Sales and Use Tax. A copy of such certificate must be on file with the WGP event organizer by the date referenced in Exhibit A. The VENDOR agrees to reimburse WGP for fines, penalties, etc. to WGP as a result of VENDOR non-compliance with New York State Tax Laws.
4. VENDOR agrees to pay all fines/penalties levied to VENDOR and to reimburse WGP for any Fines/penalties levied to WGP as a result of VENDOR's noncompliance with any Federal, New York State, or local law including, but not limited to DEC, OSHA, FCC, DOL, DOH, and EPA.
5. **VENDOR agrees that their booth will not be political or religious in any nature.**

### **C. RESPONSIBILITIES OF BOTH PARTIES - GENERAL INFORMATION**

1. Any support vehicles required by the VENDOR must be parked in the appropriate area as designated by the WGP event organizer.
2. VENDOR agrees to remove all trash and other items from VENDOR's site, leaving it in an "as was" condition. **Removing trash to onsite dumpsters is not an option at this festival, any trash must be taken with VENDOR.**
3. WGP and the VENDOR shall remain independent contractors, and nothing contained herein or done pursuant hereto shall be construed to create any relationship or principal and agent or employer and employee between WGP and the VENDOR to make them joint ventures.



**28<sup>th</sup> Annual WATKINS GLEN WATERFRONT FESTIVAL  
CARDBOARD BOAT REGATTA June 17<sup>th</sup>**

**Attention Food Vendors:**

# Sites \_\_\_\_\_ Sized 10 X 10 @ \$120 = \$ \_\_\_\_\_

Please designate: (x) \_\_\_\_\_ Canopy (x) \_\_\_\_\_ Trailer (x) \_\_\_\_\_ Food Truck

**Attention Craft Vendors:**

# Sites \_\_\_\_\_ Sized 10 x 10 @ \$100 per site = \$ \_\_\_\_\_

**Non-Profit Organizations:**

10 X 10 site @ \$25 per site = \$ \_\_\_\_\_

**TOTAL DUE** = \$ \_\_\_\_\_

\*Payment must accompany **entire** contract.

**Due by June 1, 2023.**

Checks made payable to Watkins Glen Promotions,

**Included with the contract MUST BE:**

- Certificate evidencing insurance coverage
- Valid New York State Certificate of Authority to Collect Sales & Use Tax.
- New York State Department of Health Permit – Food Vendors Only

**VENDOR SET UP / BREAK DOWN**

Set up time:

8:00 am on Saturday, June 17<sup>th</sup>. Must be ready to sell by 11:00am

Breakdown:

8:00 pm on Saturday, June 17<sup>th</sup>. Craft vendors may opt to break down at 5pm.

**Return contract with payment to:**

**Watkins Glen Promotions, P. O. Box 332, 211 N. Franklin St., Watkins Glen, NY 14891**

607-535-3003 ~ [events@watkinsglen.com](mailto:events@watkinsglen.com)

[www.thewaterfrontfestival.com](http://www.thewaterfrontfestival.com)

# Watkins Glen Waterfront Festival

## Business Vendor Fact Sheet

### Event Date – June 17<sup>th</sup>, 2023

Watkins Glen Promotions is proud to host the “the 28<sup>th</sup> Watkins Glen Waterfront Festival”. Saturday, June 17<sup>th</sup>, 2023, from 11 am to 8 pm.

**New this year – live music from 5 pm to 8 pm!**

Food Vendor fees for the 2023 event are as follows:

Amount of Space	Cost
(1)10' x 10' –Saturday	\$100.00

Registration fees must be paid accordingly and paid at the time of your contract. All products on sale during the “Watkins Glen Waterfront Festival” must be in good taste with our family event.

**There are no political displays allowed at the Watkins Glen Waterfront Festival.**

Please return the items listed below to **Watkins Glen Promotions** no later than June 1, 2023.

- **The Signed 2023 contract – all pages!**
- **You must include a certificate of liability insurance for:**
  - **Bodily injury for \$1,000,000.00 per occurrence and Property damage for \$500,000.00 per occurrence.**
- **OR**
- **\$1,000,000.00 per occurrence combined single limit. \*The certificate must include the following wording, naming **Watkins Glen Promotions, County of Schuyler and its officers, employees and agents, and the Village of Watkins Glen** as additionally insured. (All three names must be included.)**
- **A photocopy of your valid New York State Certificate of Authority to Collect Sales and Use Tax.**

Local law enforcement agencies have informed **Watkins Glen Promotions** that a photocopy of your valid New York State Certificate of Authority to Collect Sales and Use Tax must be on file with the event coordinator. The New York State Certificate of Authority to Collect Sales and Use Tax must also be posed at your vendor site on the date of the event.

Please direct questions to:

**Watkins Glen Promotions**

211 N. Franklin Street, P.O. Box 332, Watkins Glen, New York 14891

Phone: (607) 535-3003; Fax: (607) 210-4150 - E-mail: [Events@watkinsglen.com](mailto:Events@watkinsglen.com)

Web site: [www.watkinsglen.com/promotions](http://www.watkinsglen.com/promotions)

## Business Vendor Fact Sheet – side 2

Event date –Saturday, June 17, 2023

11 am to 8 pm

Each business vendor will comply with all federal, state, and local laws, health codes, ordinances, rules, and regulations as appropriate. The vendor shall also comply with all requirements of federal and state social security, unemployment, compensations, and tax withholding laws as well as carrying appropriate insurance, and will provide **Watkins Glen Promotions** with copies of insurance coverage.

- Vendors will be directed to their assigned vending spaces by the Waterfront Festival committee members. You must check in with our volunteer staff before starting set-up.
- The event will be held rain or shine. The vendor will be responsible for any tent or awning.
- NO SPIKES OR STAKES ARE TO BE DRIVEN INTO ANY PAVED SURFACE. We appreciate your cooperation to provide a neat appearance of your vending site.
- Craft and Food Vendors: Set up Saturday, June 17<sup>th</sup>, please arrive no later than 9:00 am and be ready to sell at 11:00 am. Breakdown for food vendors may not occur until 8:30 pm, Saturday, June 17<sup>th</sup>. Craft vendors are placed in a separate location and therefore are eligible for breakdown at 5pm.
- **Electricity will be provided for Food Vendors**
  - Please bring at least 150 feet of 12 gauge or larger extension cord.
  - In case of electrical failure generators may be used on Saturday.
  - Each 10 X 10 food vendor will be allocated one circuit of power.

All vendors must leave their assigned space clean of debris and trash. Use of the onsite dumpsters is not an option for trash removal for this festival.

**Failure to comply means you will be charged for the cost of removing the debris and trash.**

Please direct questions to:

**Watkins Glen Promotions**

211 N. Franklin Street, P.O. Box 332, Watkins Glen, New York 14891

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