

# Watkins Glen Waterfront Festival

## Business Vendor Fact Sheet

### Event Dates – June 13<sup>th</sup> & 14<sup>th</sup>, 2008

**Watkins Glen Promotions and the Schuyler County Chamber of Commerce** will host the “**Watkins Glen Waterfront Festival**”. The event will be held on Friday, June 13<sup>th</sup> from 5:00 to 9:00 pm and Saturday, June 14<sup>th</sup> 2008 from 10 am to 5 pm.

Business vendor fees for the 2008 event are as follows:

Amount of Space	Cost
10' x 10' – Saturday only	\$100.00
10' x 10' – Friday & Saturday	\$150.00

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.

Please return the items listed below to **Watkins Glen Promotions** no later than June 1, 2008.

- **The Signed 2008 contract**
- **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, Schuyler County, Schuyler County Chamber of Commerce, and the Village of Watkins Glen as additionally insured. (All four 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.

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Questions concerning the New York State Certificate of Authority should be addressed to:

NYS Tax Department  
Sales Tax Registration Unit  
W. A. Harriman Campus  
Albany, New York 12227  
(Within New York) 1-800-225-5829  
(Outside NYS call) 1-518-438-8581

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.

Spaces will be assigned on a first-come, first-served basis.

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.** Committee members appreciate your cooperation to provide a neat appearance of your vending site, as this will enhance the event.

Set up times for Vendors is Friday, June 13<sup>th</sup>. You can start setting up at 8:00 am and be ready to open by 5:00 pm. If you are setting up on Saturday, June 14<sup>th</sup>, please arrive no later than 8:00 am and be ready to sell at 10:00 am. Breakdown may not occur until 5:00 pm, Saturday, June 14<sup>th</sup>.

All vendors must leave their assigned space clean of debris and trash. **Failure to comply means you will be charged for the cost of removing the debris and trash.**

Please direct questions to:

**Watkins Glen Promotions**  
100 North Franklin Street  
Watkins Glen, New York 14891  
Phone/Fax: (607) 535-3003  
Web site: [www.watkinsglen.com/promotions](http://www.watkinsglen.com/promotions)  
E-mail: [events@schuylerny.com](mailto:events@schuylerny.com)