

Watkins Glen Waterfront Festival

Business Vendor Fact Sheet

Event Dates – June 15th & 16th, 2012

Watkins Glen Promotions will host the “**Watkins Glen Waterfront Festival**”. The event will be held on Friday, June 15th from 5:00 to 9:00 pm and Saturday, June 16th, 2012 from 10 am to 5 pm.

Food Vendor fees for the 2012 event are as follows:

Amount of Space	Cost
(1)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, 2012.

- **The Signed 2012 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, 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 posted 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 Food Vendors is Thursday June 17th after 5pm or between 8a and 4p on Friday June 18th. Be ready to open by 5:00 pm.
- Craft Vendors: If you are setting up on Saturday, June 18th, 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 18th.
- **Electricity will be provided for Food Vendors, however incase of electrical failure please bring a generator.**

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
211 N. Franklin Street
P.O. Box 332
Watkins Glen, New York 14891
Phone: (607) 535-3003; Fax: (607) 210-4150
Web site: www.watkinsglen.com/promotions
E-mail: Events@watkinsglen.com