

**2012 INFORMATION SHEET
3RD ANNUAL ZONTA FALL CRAFT SHOW
ADIRONDACK BALLOON FESTIVAL
WARREN COUNTY/FLOYD BENNETT AIRPORT
QUEENSBURY AVENUE, QUEENSBURY, NY 12804**



**FRIDAY SEPTEMBER 21, 2012 SET UP BEGINS AT NOON
FRIDAY SEPTEMBER 4:30PM-7PM
SATURDAY SEPTEMBER 22, 4:30AM -7PM
SUNDAY SEPTEMBER 23, 4:30 AM TO NOON AT AIRPORT
SUNDAY 23RD AFTERNOON EVENT moves to Crandall Park
RAIN OR SHINE**

SPONSOR: ZONTA CLUB of Glens Falls. ZONTA is an international classified service organization of executives in business and the professions “Committed to Our Community.” Money raised is used to fund local scholarships and service projects, with emphasis on breast cancer prevention and education.

Several hundred thousand people expected for the weekend event. PLEASE READ the following information NOTE; payment and mailing address in on 2nd page.

EXHIBITORS; RESERVATIONS are for 3 days only

Reservations are based on date received

Cancellations received before August 15th will be subject to a \$25 handling fee. Refunds for cancellations received after August 15th will be given provided the space can be filled.

SPACES: 10’x10’ space: for 3 days: 1 space\$250 2 spaces \$400 CIRCLE ONE

PARKING: permit parking AND Field permits are necessary, they will be sent out to you approximately 10 days prior to event. County gives us these at a meeting. Parking for campers is available. Email me if you need this information:

chrisleggzontagf@yahoo.com

HOURS: see above for set up and event schedule. Vendors need to be ready for the public around 3:30PM on Friday Afternoon PLEASE UNLOAD THEN MOVE YOUR Vehicle for other exhibitors to be allowed to set up in a timely manner.

HOUSEKEEPING: NO ALCOHOL, trash needs to be put in the trash barrels provided in the craft show area. Your area needs to be cleaned and in good order after noon on Sun **GENERATOR IS ALLOWED**, there is no electricity available. Construction Lights will be provided for early AM darkness and Early PM darkness in some of the area. We Suggest that you bring your own lights for your booth for the 1st hour or so.

SECURITY: The gates onto the airport are locked at 9PM Friday, and Saturday. Gates are open @4AM Saturday and Sunday AM. Security manpower for the airport is around as well as military manpower, but we do not have a paid security man.

Page 2 information sheet 2012 Fall Craft Show

INSURANCE REQUIREMENT; A CERTIFICATE OF INSURANCE OR HOMEOWNER POLICY needs to be provided for this event. Information to be put on the Certificate of Insurance should read: Additional Insured for Sept 21, 22, 23, 2012 Zonta Club of Glens Falls, Warren County AND Adirondack Balloon Festival, use an address of P O Box 251, Glens Falls NY 12801 (send in with reservation and check- see below for this information) insurance company can fax to 518 743 1844 Chris Legg's home phone

PLEASE PUT YOUR EMAIL & WEBSITE ON BACK OF RESERVATION FORM

Keep the information sheet for your future reference. Just fill out the reservation form with your signature and the date and mail. See mailing information below.

SALES TAX: NYS sales tax number is requested on your reservation form, a copy would be appreciated. YOU MUST display your certificate of authority in your booth for the event. YOU ARE RESPONSIBLE for proper reporting Sales Tax Information required by NYS Law.

PAYMENT AND MAILING INFORMATION: Make Checks or money orders PAYABLE TO "ZONTA CLUB OF GLENS FALLS" SEND CHECK WITH RESERVATION FORM AND INSURANCE FORM TO:
Christine Legg, 250 Dixon Road, Apt A, Queensbury, NY 12804 A confirmation will be sent back when received Please include **A self-addressed, stamped envelope in with your registration.**
There will be a \$25 charge for any returned checks. Payments after Sept 1, 2012 must be money orders only.

We advertise our craft show vendors in 2 of our local newspapers Chronicle and the Post Star the week of the event.

QUESTIONS PLEASE CALL
Chris Legg 518 743 1844 or email any concerns to
chrisleggzontagf@yahoo.com

visit Zonta Club's website at:
www.ZontaDistrict2.org/GlensFalls

visit Adirondack Balloon Festival website:
www.adirondackballoonfest.org

RESERVATION FORM ZONTA FALL CRAFT SHOW



WARREN COUNTY/FLOYD BENNETT AIRPORT
QUEENSBURY AVENUE, QUEENSBURY, NY 12804

SEPTEMBER 21, 22, 23, 2012

Please read the information sheet carefully. **SAVE IT FOR FUTURE REFERENCE.** Type or print the information requested below, add date and sign your name.

1. Name: _____
2. Business Name: _____
3. Address: _____
City: _____ State _____ Zip: _____
- Phone: Home _____ Cell for Weekend contact _____
4. Circle Selection \$ _____ enclosed for 2 days only
10' X 10' space: 1 space \$250 2 spaces \$400

Preference will be considered based on the date of this reservation form and payment is received.

4. NEW YORK STATE SALES TAX ID NUMBER (**REQUIRED**)
_____ *a copy would be appreciated with your reservation.*

CERTIFICATE OF AUTHORITY indicating I am registered with NYS sales tax Department I will DISPLAY AT BOOTH FOR WEEKEND.

INSURANCE REQUIREMENT: I will provide a copy of the CERTIFICATE OF INSURANCE listing Zonta Club of Glens Falls AND Warren County AND Adirondack Balloon Festival as additional insured for September 21, 22, 23, 2012 on the certificate of insurance form and use an address of P O box 251, Glens Falls, NY 12801. IF THIS IS NOT AVAILABLE... send in with your reservation your homeowners policy showing coverage for the time of the event. A signature on this information form releasing Zonta Club, Warren County and Adirondack Balloon Festival will be necessary. Payable and send to; on information sheet.

I have read and understand the terms in the information sheet provided. I accept the above terms and I expressly release the ZONTA CLUB OF GLENS FALLS, WARREN COUNTY, AND THE ADIRONDACK BALLOON FESTIVAL of any and all liability for any damage, injury or loss to person and/or goods for any cause what so ever. I DO/DO NOT (please cross out one) wish to leave my/our canopy set up overnight. I agree to assume all the risk associated with leaving the canopy set up overnight. **NO STAKES ON THE PAVEMENT.... GRASS IS AVAILABLE FOR YOUR CANOPY WE SUGGEST SETTING UP ON THE GRASS TO SECURE THEM. VERY WINDY AREA see a Zonta rep before staking into the grass at set up (electrical issues) You will be responsible for any damage.**

Date: _____ SIGNATURE: _____