



The Greater Ogdensburg Chamber of Commerce
1 Bridge Plaza, Suite 104
Ogdensburg, New York 13669
Phone: (315)-393-3620 Fax: (315) 393-1380

THANKSGIVING CRAFT SHOW
November 18, 2017– Show Hours: 10 am to 4 pm
SET UP TIME 7:30am to 9:30am Nov 18

VENDOR'S CONTRACT

- 1) The undersigned hereby agrees to abide by this agreement for the Greater Ogdensburg Chamber of Commerce's Thanksgiving Craft Show to be conducted on Saturday, November 18, 2017 from 10 am to 4 pm. The show will be located at the Kennedy Elementary School, Park Street, Ogdensburg, NY.
- 2) Only dealers and workers listed on this contract will be allowed on the premises to load in. Load in time is Saturday, November 18, 2017 from 7 am until 9:30 am. Booth will remain open day of show until **4:00 pm. Please note: we will provide vendor wristbands for your workers – please make sure to let us know how many workers will be in your booth.**
- 3) The undersigned agrees to release the Ogdensburg School District, the Greater Ogdensburg Chamber of Commerce, its employees and volunteers, free from any and all liability for any damage, theft, breakage, loss or injury to person or property of the exhibitor, his representative and employees before, during, and after the show.
- 4) Crafter booth space rental is **\$25.00** for a 3 x10 space in the hallway. **You are responsible for your own tables, canopies, chairs, etc. Please remember – we DO NOT have access to extra tables or chairs at Kennedy School.**
- 5) **New York State requires that your NYS Sales Tax number be on display at all times.**
- 6) **All items are to be HANDCRAFTED.**
- 7) All food vendors must have a NYS Health Dept. and/or AG & MKT Certificate. Copy of same must be attached to this contract. NYS Health Dept. 315-386-1040 or AG. & MKT. 315-487-0852
- 8) *****At this point we are filling in from our wait list. We only have 3X10 spots available in the HALL. If we get cancellations for spots in the gym we will contact vendors on a first come basis (date we receive your completed application and payment). We cannot guarantee placement in any particular hall or near another vendor. We are filling in available spaces.**
- 9) If you have any further questions call Laura Pearson at (315) 393-3620. **PLEASE DO NOT CALL KENNEDY SCHOOL.**
- 10) Please make checks payable to: The Greater Ogdensburg Chamber of Commerce, 1 Bridge Plaza, Suite 104, Ogdensburg, NY 13669. Please RSVP by signing and returning the attached form and your booth fee by **Oct 27rd** to reserve your spot.

(OVER)