

Agreement

1. **Application:** All information must be fully completed for your application to be accepted for consideration. **Upon approval, payment is due in full by May 13th.** Failure to submit payment may forfeit your space at this and future festivals. We will send you an email confirmation within 5 business days after your application and payment have been processed.
2. **Refunds:** Requests for booth fee refunds must be made in writing to Glens Falls Food Co-Op (referred to below as “The Co-Op”) and postmarked no later than May 5th, 2016. No refunds will be made after this date. The Co-Op cannot issue refunds based on the weather, the size of the crowd, or any other circumstances that are unforeseen or outside the control of The Co-Op.
3. **Permits/Licensing/Insurance:** Vendors are required to obtain, at their own expense, any permits, licenses and/or insurances that may be required by the City of Glens Falls, NY, Warren County, and/or the State of New York. Please provide a Certificate of Insurance naming the Glens Falls Food Co-Op and the City of Glens Falls as additional insureds, as well as any relevant permits or licenses with your full payment. Nonprofit vendors must send a copy of their nonprofit status to receive the lower rate.
4. **Sales Tax:** Vendors selling any item subject to New York Sales Tax assume all responsibility for collection of sales taxes and for payment to the State of New York of all sales taxes collected.
5. **Check-In:** **Check-in hours will be 10:00-11:30am May 22nd.** Vendors not checked in by 11:30am are not guaranteed accommodation. Absolutely NO FEES will be refunded for vendors arriving after the deadline or for ‘no shows’. The Co-Op does not provide any assistance for vendor check-in or check-out. Please check in at the Co-Op booth located near the entrance of the festival.
6. **Check-Out:** Please check out with a Co-Op representative at the Co-Op booth prior to leaving. We request you remain until 5pm. All vendor equipment and personal items must be removed by 6:00pm the day of the festival.
7. **Damage:** Vendors are solely responsible for any damages caused during load in/out.
8. **Merchandise:** A list of all items to be displayed, sold, or distributed without charge must be stated on the application. Substantial deviations from items described here or agreed upon prior to the festival may result in removal of vendor privileges. The Co-Op reserves the right to restrict types of items vended based on suitability standards.
9. **Non-Discrimination & Inclusiveness:** Vendors agree not to discriminate against any individual on the basis of race, color, heritage, religion, disability, gender, gender identity, or sexual orientation. Conduct inappropriate for a mixed audience is strictly prohibited. The Co-Op wishes the Food & Farm Festival to be a community event in every sense of the term and reserves the right to require the removal of any item it deems inappropriate. Anyone found in violation of this policy may be subject to immediate removal from the festival with NO refund of vendor fees.
10. **Noise/Special Effects:** As a courtesy to other vendors, please keep amplified sound from your booth to a minimum. The Co-Op reserves the right to make judgment regarding whether a vendor is causing interference and ask for removal of any special effects.
11. **Non-Transferable:** Booth Space is non-transferable and no booth space may be reassigned to a third party without the express written approval of The Co-Op.

By signing below, you agree to all of the terms and conditions written in this application.

Signature _____ Date: _____

Print
name _____

Hosted by the Glens Falls FoodCo-Op
11 South Street Glens Falls, NY 12801
(518)683-2769