



The Malta Department of Parks, Recreation, and Human Services is hosting:

## *Spring Into Summer Malta Marketplace*

\*Saturday, June 1, 2019 \*Show time: 9:00am – 3:00pm.

Vendors of art, handcrafted goods, farm fresh products and manufactured goods will be selling their wares inside and outside the lovely Malta Community Center located at 1 Bayberry Drive, Malta, NY. This is a rain or shine event. Please prepare accordingly. Make sure to read and follow all show rules and regulations and sign the Hold Harmless Agreement which is attached.

**Deadline for applications is 5/27/19**

### Contact Information:

Business Name: \_\_\_\_\_ Web Site: \_\_\_\_\_

Owner/Contact Name \_\_\_\_\_

City State Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail \_\_\_\_\_ D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Product Description:

Please provide a detailed description ( be specific) of all the product/services you intend to sell: **A photo of your merchandise and display or reference to a website must be included with your application.**

### Booth Reserve

**Note: There is limited booth space with access to an electrical outlet. These spaces are inside only. Vendors requesting space inside may also rent an 8ft table (1 per indoor space) for \$5.00 each while supplies last. Two chairs will be provided for those inside. Vendors requesting an outdoor space must bring their own tables, chair and cover in case of rain.**

10'X10' Vendor Outdoor Space: \$40.00 per space

Number of spaces requested: \_\_\_\_\_ x \$40 each= \$ \_\_\_\_\_

8'x10' or 10'x 8' Vendor Inside Space: \$50.00 per space

Number of spaces requested: \_\_\_\_\_ x \$50 each= \$ \_\_\_\_\_

Inside vendors request for a table: \$5.00 each

(limit of one table per inside booth space ) \_\_\_\_\_ add \$5 \$ \_\_\_\_\_

Inside vendor please check if in need of electricity \_\_\_\_\_ **Total \$** \_\_\_\_\_

Yes, I have included a certificate of insurance naming the (please read show rules)

Town of Malta additional insured \_\_\_\_\_

No, I have not included a certificate of insurance because I am a home business \_\_\_\_\_

-----OFFICE USE ONLY-----

DATE RECEIVED \_\_\_\_\_ FEE SUBMITTED \_\_\_\_\_ CHECK # \_\_\_\_\_ DATE ACCEPTED \_\_\_\_\_

# Spring Into Summer Malta Marketplace

## Rules

Please detach from application and keep for your records.

- Event will be held whether rain or shine, **Saturday, June 1, 2019** on the front lawn and inside of the **Malta Community Center, 1 Bayberry Drive, Malta NY** Time: **9:00am - 3:00pm**.
- Set up is from 7:00am - 9:00am. **Requests to set-up the night before will not be accepted.** Break down can start at 3:00pm. Those who set up late or break down early may not be asked back next year.
- To be considered for this juried show, you must send 2 photos, one of your work or products and one of your displays along with your show application. Reference to a website will also suffice.  
**This rule pertains to return vendors from one of our past vendor events.**
- A certificate of insurance with a minimum liability amount of \$1,000,000 naming the Town of Malta as additional insured must be returned with this application. This requirement may be waived if vendor is considered a home business. ***\*Vendors selling a food product or skincare product must provide a certificate of insurance with this application.***
- In an effort to ensure variety, the Town of Malta staff reserves the right to limit the number of vendors selling similar products. You will be advised and your paperwork and check will be returned to you within 4 weeks of receipt of your request if we are unable to accept your application.
- Vendors of original art, handcrafted products, farm fresh products and crafts are being asked to apply for booth space. Other types of merchandise will be considered (home party products, manufactured gift items etc.) ***Please be specific when listing the products you are selling on your application. Two photos showing your work or a reference to a web site showing your work must be included with your application.***
- Vendors choosing to set-up outside must provide their own cover, table and chairs.
- Vendors choosing to set-up inside have the option to rent an 8ft table while supplies last (1 table per booth space) and 2 chairs per space will be provided for inside vendors only.
- Booth space with access to an electric outlet is limited for vendors requesting an inside space only, but can be requested on a first come basis. Vendors must provide their own electric cords.
- The selling of alcohol, smoking products and fireworks is prohibited.
- All show fees are non-refundable.
- All sales tax issues are the vendors responsibility.
- Burning of candles or incense is prohibited inside the Malta Community Center. Please respect our **No Smoking** policy inside the building as well.
- Please cover your tables to the floor and store extra stock out of sight.
- Booths must be staffed at all times.
- Vendors must leave their space clean after break down and deposit all trash in available receptacles.

**You are encouraged to submit your request as soon as possible. You will be notified by mail within 4 weeks of receipt of your application, as to your acceptance into this event.**

If space is still available, deadline for application is: **Monday, May 27, 2019**

**Please make checks payable to : Town of Malta**

**Mail check, photos, completed registration form, insurance certificate, and signed hold harmless form to:**

**Holly Kane**  
**Malta Dept. of Parks,**  
**Recreation and Human Services**  
**Event Coordinator**  
**518-899-4411 ext. 301**  
**hkane@malta-town.org**

**Malta Marketplace**  
**Attn. Holly Kane**  
**Malta Community Center**  
**1 Bayberry Drive**  
**Malta, NY 12020**



# Hold Harmless Agreement

By signing below and to the extent permitted by law, I agree to indemnify and hold harmless the Town of Malta, its officers, employees, agents and volunteers from any and all liabilities for injuries to person(s) (including wrongful death) or property damage which may arise as a result of acts or omissions caused by me, my officers, employees, agents and volunteers while engaged in participating in *Spring Into Summer Malta Marketplace*, including, but not limited to, any damages the Town is required to pay over to any person or entity and the costs of reasonable attorney's fees (including court costs and other costs of litigation) incurred in defending against any claim, suit or action. The parties to this agreement agree that its provisions shall be interpreted broadly in favor of protecting the Town from any cost, expense or liability.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Please make checks payable to : Town of Malta  
Mail check, photo, completed registration form, and signed hold harmless form to:

Spring Into Summer Malta Marketplace  
Attn. Holly Kane  
Malta Community Center  
1 Bayberry Drive  
Malta, NY 12020

*Holly Kane*  
*Malta Dept. of Parks,*  
*Recreation and Human Services*  
*Event Coordinator*  
*518-899-4411 ext. 301*  
*hkane@malta-town.org*