



# The Malta Community Center Arts, Crafts and Gift Fair 2019



The Malta Department of Parks, Recreation and Human Services invite you to participate in the Malta Community Center Arts, Crafts and Gift Fair to be held on Saturday, November 2, 2019 from 9:00am-3:00pm inside the David R. Meager Malta Community Center at 1 Bayberry Drive in Malta NY. Please read application and rules carefully, complete forms and sign the Hold Harmless Agreement. Deadline for applications is Saturday, October 26, 2019.

Please completely fill out the information below as a personal check attached will not suffice. A full return address is required below.

Business Name \_\_\_\_\_ Website \_\_\_\_\_

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

Address \_\_\_\_\_

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

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

Please provide a detailed description (be specific) of all the items you intend to sell. A photo of your inventory and your display or reference to a website with photos must accompany your application. Even if you have attended this show previously, this is a must. You may be asked to remove those items that you fail to list here but bring to sell on the day of the fair.

Booth space measuring *approximately* 10'x 8' or 8'x10' is available for a non-refundable fee of \$60.00 or a discounted early bird non-refundable fee of \$50.00 if you get application in by August 31, 2019. Eight foot tables can be rented (**1 per vendor**) for \$5 each while supplies last. A limited amount of booth space with access to an electric outlet are available on a first come basis. Two chairs will be provided per booth.

8'x10' or 10'x 8' Booth Space: \$50 (by August 31)  
Number of spaces requested: \_\_\_\_\_ x \$50 each = \$ \_\_\_\_\_

8'x10' or 10'x8' Booth Space: \$60 (after August 31)  
Number of spaces requested: \_\_\_\_\_ x \$60 each = \$ \_\_\_\_\_

Rent a table: \$5 each (limit one per vendor) \_\_\_\_\_ add \$5 = \$ \_\_\_\_\_

Request for electricity \_\_\_\_\_ **Total** \$ \_\_\_\_\_

Yes, I have included a certificate of insurance naming the Town of Malta as additional insured (see show rules) \_\_\_\_\_

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

**\*Vendors selling a food product or skincare product must provide a insurance certificate.**

## OFFICE USE ONLY

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

# 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 the Malta Community Center Arts, Crafts, and Gift Fair 2019, 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 detach from application and keep for your records.

- Event date is **Saturday, November 2, 2019** 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 also.**
- 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 and crafts are being asked to apply for booth space. Other types of merchandise will be considered (home party products, manufactured gift items etc.) and will be displayed in a separate area from the handcrafted vendors. **Again 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.**
- All show fees are non-refundable.
- All sales tax issues are the vendors responsibility.
- Burning of candles or incense is prohibited in the Community Center. Please respect our no smoking policy in the building as well.
- Please cover your tables to the floor and store extra stock out of sight.
- Booth space with access to an electric outlet are limited but can be requested on a first come basis. Vendors must provide their own electric cords.
- 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: **October 26, 2019**

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

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

**MCC Arts, Crafts, and Gift Fair**

**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**