

Latham Colonie Columbiette Craft Fair

Vendor Registration Form/Contract

@ Latham Colonie Knights of Columbus

Show Date: September 17, 2022
 Latham Colonie Knights of Columbus
 P.O. Box 221
 328 Troy Schenectady Road,
 Latham, New York 12110
 Contact: Kathy Majer
 @klmajer@outlook.com
 (518-272-8831)

Contact Information

| | | |
|--|--------|------|
| Vendor Name: | | |
| Business Name (if applicable): | | |
| Address: | | |
| City: | State: | Zip: |
| Phone: () | Email: | |
| Do you represent a National Brand / type of merchandise you sell: | | |
| Sales Tax: Vendors are responsible for collecting and paying NYS Sales Tax. To register for a NYS Certificate of Authority to collect sales tax, visit https://www.tax.ny.gov/bus/st/register.htm | | |

Space Rental Options:

| Description | |
|---|--|
| Indoor and Outdoor covered 4x10 area \$25, with electric \$30 | |
| Outdoor with your own popup with electric \$40 | |
| Outdoor with your own popup \$30 | |
| | |

Reserve space, etc:

| Show Date | Description (Please Check all that apply) | \$ Total |
|------------------------|--|----------|
| 09/17/22 | <input type="checkbox"/> Indoor or Outdoor undercover (4'x10') \$25 (limited availability) <input type="checkbox"/> Indoor or Outdoor under cover (4'x10') w/electric \$30 (limited) <input type="checkbox"/> Outdoor (your own popup) with electric \$40 <input type="checkbox"/> Outdoor (your own popup) \$30 <input type="checkbox"/> Table (no charge) limited supply (one per vendor space) <input type="checkbox"/> 2 Chairs provided, no charge | |
| Non-Refundable Deposit | | |

Latham Colonie Columbiettes
Knights of Columbus
328 Troy Schenectady Road
Latham, New York 12110

Schedule:

| | |
|------------------|----------------------------|
| 7:00 am — 8:45am | Vendor check-in and set-up |
| 9:00 am — 3:30pm | Show open to public |

Vendor Contract Details:

- *Standard Space rental does not include table(s). Eight-foot tables are available to reserve 1 per vendor space*
- *Confirmation of booth rental will be sent by email or mail after payment is received*
- *Show promoter (Latham Colonie Columbiettes) reserve the right to postpone or cancel a show due to COVID-19 concerns, unsafe conditions from severe weather or other unforeseen circumstances. In the event of cancellation, booth rental fee will be returned or credited to a future show.*
- *Items restricted from sale: firearms, ammunition, pornographic materials, food that is not pre-packaged.*
- *All booth space rental fees must be paid in full prior to setup. \$25 service fee for all returned checks.*
- *Only paid reservations are guaranteed.*
- *No refunds for reservations cancelled within 7 days of show date.*
- *Vendors are responsible for providing their own liability insurance and loss insurance coverage.*
- *Vendors shall defend, indemnify and hold harmless Latham Colonie Columbiette/ Columbian Society of Colonie, its owner, employees, volunteers, for any claim of bodily injury, illness, loss or damage suffered by any vendor, their employees, customers, agents or property.*

The undersigned, by affixing their signature below, agrees to abide by this contract and liability agreement.

Vendor Signature _____ **Date** _____

Please make a copy for your records and send completed and signed contract to the P.O Box address below, along with your payment by check or money order made payable to Latham **Colonie Columbiettes**

Latham Colonie Columbiettes
c/o Latham Colonie Knights of Columbus
P. O. Box 221
Latham, New York 12110
Attention: Kathy Majer