

VENDOR REGISTRATION PACKET

EVENT DETAILS

WHERE	43 Valco Drive Malone, NY 12953	WHY	Funds raised from raffle and Vendor space fees go towards JCEO's Food Services Program, feeding local, low-income families.
WHEN	Saturday, September 21st 10am - 3pm		

BE A VENDOR

Vendor registration opens on May 30th, 2024. Vendors must pre-register, and submit payment, raffle donation, and contract by September 2nd, 2024.

Spots can be reserved only after payment has been received.

This event will be held outdoors, rain or shine!

HOW TO REGISTER

Read the policies, and complete the Vendor Contract. *Drop off or mail the Contract and your raffle item to 54 Margaret Street, Plattsburgh, NY 12901, or scan your forms to ejent@jceo.org.*

Payments can be made online, at www.jceo.org/agartfair, or via check, mailed to the above address. Please address the check to JCEO Food Services, and put Ag & Art 24 in the memo line.

COST

\$20 for one 10'x10' spot, and the donation of one raffle item of equal value to the space(s) rented.

CONTACT

Have questions or need help?

Email Ellie Jent at ejent@jceo.org.

Call **518-561-6310**.

Visit www.jceo.org/agartfair

AG & ART FAIR POLICIES



In this document, “Organizer” refers to the Joint Council for Economic Opportunity and Cornell Cooperative Extension of Franklin County.

“Vendor” refers to any individual or business entity who purchases one or more spaces for the purpose of selling goods or services at the Ag & Art Fair.

Vendor Details:

- Vendor spots will be ‘10x10’, if more space is needed, Vendors must register for multiple spots. The Organizer reserves the right to limit how many spaces Vendors can purchase.
- Vendors must pre-register for the event. Spots cannot be reserved for Vendors that have not paid.
- The cost for each vendor spot is \$20.
- Vendors must provide a raffle item of equal value to the cost of the space(s) they are registered for.
- The signed vendor contract, payment, and donation must be provided to JCEO **NO LATER** than end of day, Monday, September 2nd.
- The Vendor fee is non-refundable and non-transferrable.
- AG and Artisan Fair will be outdoors in the parking lot and lawn at JCEO’s Food Services warehouse.
- Wineries and distilleries must have an off-site permit/license that is current.
- Tables, chairs, tents, and other fixtures are not provided. Vendors must bring their own set-up materials.
- Weights for tents are highly recommended.
- Vendors should be prepared to secure signage and other lightweight items in case of wind.

Sales:

- Vendors must follow and abide by state and local laws, health department and licensing requirements, and sales tax requirements when selling their goods and services.
- The Organizer will not be collecting any commission on Vendor sales, all Vendor sales are their own.
- There is no ATM located on-site.

Right of Refusal:

The Organizer reserves the right to refuse any Vendor registration for any reason. The following conditions will result in a refusal:

- Content contains drug paraphernalia or explicit imagery.
- Content contains political ideology or views.
- Content is otherwise determined to not be family friendly.
- Content is not relevant for an Agriculture and Art event.

I have read the Ag & Art Fair Policies form in its entirety and agree to the terms.

Vendor Name (Print)

Vendor Name (Sign)

Date

AG & ART FAIR

VENDOR CONTRACT



Event date: Saturday, September 21st, 2024

Location: JCEO Food Services, 43 Valco Drive, Malone, NY 12953

Event time: 10:00am – 3:00pm

Setup time for vendors: 8:00am – 9:30am

Tear down time for vendors: 3:00pm – 5:00pm

This contract is for tabling at the above event, hosted by the Joint Council for Economic Opportunity of Clinton and Franklin Counties, Inc. (JCEO). By signing, you the Vendor agree to payment and that you UNDERSTAND AND AGREE to the following terms:

1. The cost per 10' x 10' spot is \$20 and donation of one item of equal value to spot cost(s).
2. Tables, chairs, tents, and other fixtures are not provided, you must bring your own.
3. This signed contract, payment, and donation must be delivered to JCEO **NO LATER** than Monday, September 2nd.
4. Vendors agree to have all items, tents, fixtures, trash, and other belongings collected and off the event site by 5:00pm.
5. Vendors must comply with all local, state, and federal laws, including the collection of New York State sales tax. Vendors solely are responsible for their own actions and hold harmless JCEO, JCEO staff, and JCEO volunteers.
6. Items sold must be appropriate for a family friendly event. JCEO holds the right to deny the display/sale of items deemed inappropriate for this function.
7. No refunds are given in the event of absenteeism, other cases will be considered based on situation, however JCEO holds the right to deny refund if vendor is unable to attend the event after agreement and payment have been made.
8. JCEO, JCEO staff, and JCEO volunteers shall not be held liable for theft of inventory, property damage, or personal injury to vendors or accompanying staff and volunteers the day of the event. Vendors waive any claims against JCEO and assumes all liability for loss, damage, or injury on the event premises.

AGREED TO AND ACCEPTED BY (YOU THE VENDOR):

I would like _____ 10' x 10' spots, at \$20 per spot.

Signature: _____ Date: _____

Print Name: _____

Business Name: _____

Website/Facebook Link: _____

Address: _____ Phone: _____

Email: _____ Tax I.D.: _____

Items to be sold: _____

Item(s) to be donated for raffle: _____