

Marketplace at the Antique Boat Show

Vendor Guidelines and Regulations

1. **All Marketplace spaces are 10'x10'.** Please reserve the number of spaces needed for your unique set up: if you have a 10'x 35' tent, you would need to reserve 4 spaces for a total of 40' in length. Your set-up **must** stay within the established booth boundaries of your location.
2. **Only trailers that are an integral part of your display are allowed in Marketplace.** In this case, your booth site must be large enough to accommodate your set-up including the trailer. All aisles **must** remain clear of items at all times.
3. Overnight stays are prohibited on campus unless your booth/display includes appropriate indoor accommodations. This includes tent and car camping in the gravel lot. Please visit the Clayton Chamber of Commerce at <http://www.1000islands-clayton.com/> or call them at 1-800-252-9806 for area lodging information.
4. **All vendors are encouraged to set up a tent in their booth.** A tent will help improve the overall appearance of Marketplace and will also provide much needed shade for you and your staff during the event. If you do not have a tent(s), Silver Line Party Rentals out of Watertown, NY (315.788.5097, <http://www.partyrentalsplus.com/>) may have tents available. In the event of windy weather conditions, please make sure you weigh down your tent and lower the canopy to prevent damage. **The Museum is not responsible for damage caused by weather.**
5. **Vendors are expected to be operational the full show hours.** Marketplace hours run from 9am to 5pm Friday-Saturday, and from 9am to 1pm on Sunday. If you are not present and operational full business hours on Friday and Saturday, you are welcome to return to the show next year as space is available but we will not entertain your request for a specific location within Marketplace. The earliest you may take down your booth and depart is 1:30pm on Sunday.
6. **Set-up for Marketplace will begin on Thursday at 8:30am.** After checking in at the registration tent, you will be directed to your assigned booth space. Once there, unload your goods and remove your vehicle from Marketplace before setting up. The registration tent will be open Thursday from 8:30am to 5:00pm to pick up your Marketplace registration packet. Under no circumstances will we allow set-up prior to Wednesday afternoon. This is required for routine maintenance and for marking off the Marketplace field.
7. **Vendors may use the gravel lot behind Mary Street Boat Shop for offloading and loading their product only. If you are interested in participating in our parking lottery, please indicate it on your application. If you are not selected for a space, you will need to find your own parking space. You'll find parking locations in your registration packet on arrival.**

Parking and unloading are not allowed in the fire lane that extends through the parking lot, Marketplace field and the driveway adjacent to the Morgan Building or in the private driveways adjacent to Marketplace. Vehicles found in the fire lane, adjacent private driveways or permit parking without a permit will be towed at the owner's expense.

8. **The Museum recognizes Marketplace as a pedestrian area. No motorized vehicles are allowed on the Marketplace field or Mary Street during show hours: 8:30-5:30pm Friday and Saturday; 8:30-1:00pm Sunday.** There will be no exceptions to this rule. This is for both your safety and the safety of our visitors. Vendors who violate this will not be invited to return to Marketplace in the future.

To assist vendors needing to replenish their supplies or to help customers who wish to pick up larger items during regular show hours, ABM employees have access to a golf cart. The golf cart may be used to transport materials to and from the perimeter of Marketplace and Mary Street. Only ABM employees are authorized to use the golf cart.

9. **Antique Boat Museum Vendor Badges must be worn throughout the event.** The badge will allow you and your staff admission to the Museum campus and event related activities. You will also need to have your badge on your person in the event that you need to access your booth after hours due to weather. Your badges are located in your registration packet.
10. **Takedown can begin as early as 1:00pm Sunday.** We ask that all Marketplace vendors clear the Marketplace field and Mary Street before sunset on Sunday.
11. **Clean, neat and appropriate attire is required at all times by vendors.** *Shirts are required at all times.*
12. **No inappropriate or political signage, offensive language or projected music/sound is allowed in Marketplace at any time.**
13. **Vendors are urged to be proactive in regards to securing their goods when they are not present.** We recommend having side drops on tents or tarps and rope to cover goods. The Antique Boat Museum will provide overnight security on the grounds Thursday through Saturday. Vendors are fully responsible for their goods. The Antique Boat Museum is not responsible for missing or damaged items. If you have a security breach or witness a security issue within Marketplace, please notify Security or the Marketplace Coordinator immediately.
14. **Dogs are allowed in Marketplace as long as they are leashed and under control.** Dogs are not allowed in the museum or interior grounds of the campus. Owners are responsible for cleaning up after their dogs.
15. **The Antique Boat Museum is a smoke-free campus.** No smoking allowed anywhere on the campus grounds, within campus buildings or on ABM's docks. Smokers will be directed to a designated area behind the Mary Street Boat Shop.
16. **Trash cans and recycling receptacles are distributed throughout Marketplace for your use and for the use of our visitors.** Please leave them in their designated locations. Please feel free to bring your own receptacles for your personal use in your booth.
17. **Please be respectful of our neighbors.** Please remember that private residences border the Marketplace field. The private driveway adjacent to the Marketplace field and the Morgan Building must be kept clear at all times. Do not prop or hang your merchandise on our neighbor's fences either. Please help the Antique Boat Museum treat our neighbors with respect and courtesy.
18. **All applications must be complete and fees paid in order to reserve space in Marketplace.** We will hold a temporary reservation for up to one week until payment is received. Requests are considered based on when the completed application and payment are received. We will try to accommodate booth site requests but we reserve the right to assign booths based upon the best interests of Marketplace and the Antique Boat Museum.
19. **A copy of your NYS Certificate of Authority or Temporary Certificate of Authority is required to participate in Marketplace.** Any vendor, including Tax Exempt/Not for Profit Organizations, who intends to sell items in Marketplace is required to have a **NYS Certificate of Authority or Temporary Certificate of Authority.** This applies to out of state vendors and vendors from Canada. To apply or learn more about the NYS Certificate of Authority, visit https://www.businessexpress.ny.gov/app/answers/cms/a_id/2058/kw/certificate%20of%20authority. If you have difficulty completing the application call the New York State Business Information Center at 1-(518)-485-5000 and they will assist you through the process.

Please apply for your certificate as soon as possible. A NYS Certificate of Authority or Temporary Certificate of Authority is required for participation in Marketplace and is a requirement for being listed in our Antique Boat Show Program. It can take up to twenty (20) days for you to receive your certificate after application.
20. **All participating vendors must abide by all applicable federal, state and local health regulations. Marketplace vendors are responsible for obtaining and paying for any permits and licenses required by New York State.** All food vendors need to provide proof of their Department of Health permit and worker compensation certificate.

21. In order to be listed as a vendor with your booth location, description of goods and contact information in the Antique Boat Show Program we must receive your completed application, payment and NYS tax information by the third week of June.

A completed application includes:

- *Completed Page 4 and Page 5*
- *Payment in full*
- *A copy of your NYS Tax Certificate of Authority/Temporary Certificate of Authority*

If you have any questions or concerns after reading the Vendor Guidelines and Regulations please call 315.686.4104 ext. 236 or email events@abm.org.

Marketplace at the 2024 Antique Boat Show

MARKETPLACE + FOOD VENDORS

SET UP OPENS: TH, August 1st at 8:30AM

BOAT SHOW: August 2-4, 2024

MARKETPLACE OPEN: FR-SA 9:00-5:00 & SU 9:00-1:00

REGISTRATION INFORMATION

COMPANY NAME: _____

CONTACT PERSON: _____

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ (H/W) _____ (C)

EMAIL: _____ ARRIVAL ETA ON THURS _____

Please list the name(s) of staff who will be manning your booth during the show (As you want them to read on their badges).

STAFF NAME(S): _____

BOOTH INFORMATION (For Boat Show Program if completed application is received by June 16, 2023)

DESCRIPTION OF MERCHANDISE (required): _____

CONTACT INFORMATION: _____

BOOTH SITE REQUESTS (SEE ATTACHED MAP) CHOICE #1 _____ CHOICE #2 _____ CHOICE #3 _____

Requests are considered as completed applications and payment are received. We will try to accommodate requests but we reserve the right to assign booths based upon the best interests of Marketplace and the Antique Boat Museum.

FEE INFORMATION

RESERVE ____ 10'x10' SPACE(S) x \$60 PER SPACE _____

MUSEUM MEMBERSHIP* _____

THURSDAY WELCOME RECEPTION (Number of attendees) _____

THURSDAY SUNSET CRUISE (Number of passengers) _____

SATURDAY CELEBRATION RECEPTION (\$25 PER PERSON) _____

SUNDAY BRUNCH (\$20 PER PERSON) _____

TABLE RENTAL (8 FOOT) (\$10 PER TABLE) _____

CHAIR RENTAL (\$5.00 PER CHAIR) _____

TOTAL _____

**Membership is not required for registration but we encourage all of our event participants to join as a way to stay-in touch with ABM activities and enjoy the many benefits offered to members!*

Questions? Unsure if you're membership is current? Contact the Museum's Membership Office! x256

Individual \$50 - Family \$75 - Supporting \$125

PARKING (Vendors may apply to be included in the Parking Lottery for only 1 of the 20 available spaces)

_____ Please include my Marketplace Vendor Name in the Vehicle Parking Lottery drawing. I understand I can apply for only 1 of the 20 spaces that will be available.

PAYMENT INFORMATION

CHECK: _____ CREDIT CARD: CIRCLE ONE: VISA MC AMEX DISC

NAME ON CARD: _____ CARD NUMBER: _____

EXPIRATION DATE: _____ SECURITY CODE: _____ BILLING ZIP CODE: _____

****Cancellation policy: Cancellations made in writing up through July 5, 2024 will receive 50% of the application payment refunded less the boat cruise donation and membership. No refunds will be issued for cancellations received after July 5, 2024.*

NYS CERTIFICATE OF AUTHORITY OR TEMPORARY CERTIFICATE OF AUTHORITY

My NYS Sales Tax Certificate of Authority/Temporary Certificate of Authority number is _____ Contact NYS Department of Taxation & Finance at 518-485-2889 to apply or for more information on how to apply. Attach a copy of your certificate to this document.

VENDOR CERTIFICATION

As a vendor in Marketplace I agree to adhere to the Vendor Guidelines and Regulations as stated in this document. By signing below, I certify that I have **read, understand and agree to adhere to all applicable rules and guidelines** as stated in this document. I further understand that should I fail to comply with these specified rules and guidelines, my participation in Marketplace at the Antique Boat Show could be terminated.

Marketplace Vendor Signature

Date

HOLD HARMLESS AGREEMENT

Hold Harmless Agreement: It is hereby acknowledged that the Antique Boat Museum shall be held harmless and shall have no liability to the undersigned, (except for reimbursement of registration fee(s)) in the event that the premises to be used for the scheduled event is not available due to fire or other unforeseen occurrence such as inclement weather, flooding or any unforeseen casualty or act of God. The undersigned holds harmless the Antique Boat Museum, its volunteers, employees, officers and trustees from any claim for damage to person or property which is alleged to arise from any activity connected directly or proximately with the event.

ACCIDENT PREVENTION POLICY: Our Company considers the prevention of on-the-job accidents and property damage prevention to be one of our highest priorities. We are very concerned about the human suffering and financial loss resulting from accidents on-the-job for the individual, our company, and our exhibitors and vendors. All accidents can be prevented and it is our intent to do so. It is our policy to promote safe work practices.

We intend to take all necessary steps to prevent accidents from occurring. However, this can only be accomplished through the coordinated effort and cooperation of everyone including management, supervisors, labor, and all exhibitors/vendors/suppliers and their employees.

We welcome and encourage suggestions from all exhibitors and vendors that will help us to provide a safe work environment for you and your co-workers.

Signature _____ Date _____