



Marketplace at the Antique Boat Show

Vendor Guidelines and Regulations

1. **Application Process:** Complete applications and payment are required to reserve your Marketplace space. Incomplete applications will be held temporarily for one week.
 - a. A copy of your NYS Certificate of Authority or Temporary Certificate of Authority is mandatory for participation. This applies to all vendors, including out-of-state and Canadian vendors. Apply as soon as possible, as the process can take up to 20 days. For assistance, contact the New York State Business Information Center at 1-(518)-485-5000.
 - b. All vendors must comply with local, state, and federal health regulations. Vendors are responsible for obtaining any necessary permits, especially food vendors who must show their Department of Health permit and worker compensation certificate.
 - c. To be included in the Antique Boat Show Program submit your completed application, payment, and NYS tax information by July 10.
2. **Marketplace Booth:** Each booth measures 10'x10' and all setups must remain within the designated area. If you want a 10'x35' space, you will need to reserve 4 booths.
 - a. **Trailer Policy:** Trailers that are essential to your display may be utilized within the Marketplace but must fit within your booth. Marketplace aisles must be kept clear at all times.
 - b. **Tents:** All vendors are encouraged to set up a tent in their booth to enhance the visual appeal of the Marketplace and provide shade for staff. In windy conditions, ensure your tent is secured and the canopy is lowered to avoid damage, as the Museum is not responsible for weather-related damage.
3. **Operational Hours:** Vendors must be operational on Friday, Saturday from 9 am - 5 pm, and Sunday from 9 am to 12 pm. Vendors must vacate the marketplace by sunset on Sunday.
4. **Set-Up Times:** Registration will be open from 8:30 am to 6:00 pm on Thursday. Check-in at the registration table in the Mary Street Shop to gather your registration packet and be directed to your assigned booth space.
5. **Parking and Loading:** Vendors may use the gravel lot behind Mary Street Shop for loading and offloading products only, Alternative parking will be detailed in your registration packet. If you wish to participate in our parking lottery, please indicate so on your application. Parking or unloading is prohibited in the fire lane, private driveways, or permit-only areas, and vehicles in violation will be towed at the owner's expense.
6. **Pedestrian Area:** The Museum designates the Marketplace as a pedestrian-only area. No motorized vehicles may enter the Marketplace field or Mary Street during show hours. This rule is enforced for the safety of everyone, and vendors who violate this regulation may be barred from future events.
7. **Overnight Stays:** The Antique Boat Museum does not allow overnight stays, no exceptions.
8. **Security:** Overnight security will be provided from Thursday through Saturday, but vendors remain responsible for their items. Report any security issues immediately to Museum staff.
9. **Vendor Badges:** Vendor Badges must be worn at all times and will be included in your registration packet. These badges grant you and your staff access to the Museum campus, event activities and for after-hours booth access if needed.
10. **Dress Code:** Vendors are required to wear clean, neat, and appropriate attire at all times. Shirts must be worn.
11. **Signage Policy:** No inappropriate or political signage, offensive language, or projected sound is allowed within the Marketplace.
12. **Pet Policy:** Dogs are not allowed inside the museum or on interior campus grounds but are permitted in the Marketplace if leashed and under control. Owners must clean up after their pets.

13. **Smoke-Free Campus:** The Antique Boat Museum is a smoke-free facility. Smoking is only permitted in the designated area behind the Mary Street Shop.
14. **Waste Management:** Trash cans and recycling bins are provided throughout the Marketplace, feel free to bring additional receptacles for your booth.
15. **Neighbor Respect:** Please treat our neighbors with respect. Do not hang merchandise on fences and keep roads and driveways clear.

A complete application includes:

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

For any questions or concerns after reviewing these guidelines, please call 315.686.4104 ext. 236 or email events@abm.org.

Marketplace at the 2026 Antique Boat Show

MARKETPLACE + FOOD VENDORS

SET UP OPENS: TH, July 30 at 8:00 am

BOAT SHOW: July 31 - August 2

MARKETPLACE OPEN: FR-SA 9:00 am - 5:00 pm & SU 9:00 am - 12:00 pm

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 13)

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. 4 max. _____

First Come, First Served)

SUNDAY BRUNCH (\$35 PER PERSON - Includes 2 beverages) _____

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

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 12, 2026 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 12, 2026.*

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 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 _____