



2018 REGISTRATION AGREEMENT
Glass in the Glen- "The Market"

Friday, September 14, 2018- 12:00pm- 9:00pm
Saturday, September 15, 2018- 12:00pm-9:00pm
Sunday, September 16, 2018- 12:00pm- 5:00pm

This is a unique, once-in-a-lifetime opportunity to have your business and products showcased as an integral part of bringing Glass in the Glen alive! The Glass in the Glen event celebrates the arrival of The Corning Museum of Glass GlassBarge in Watkins Glen, the last stop on a summer-long journey that began in Brooklyn in May. Glass in the Glen "The Market" will be an iconic community event including glassblowing demonstrations, live music, farmers markets, and many other activities that will take the celebration from the waterfront to the streets of downtown Watkins Glen. "The Market" will be set up at Seneca Harbor Park, 3rd Street, and Lafayette Park in the heart of downtown Watkins Glen. Join us!

Business Name: _____

Contact Person: _____

Email Address: _____

Address: _____

Business Phone: _____ **Business Fax:** _____

Signature: _____

Date: _____

By signing up as a vendor for "The Market" during the Glass in the Glen event, it is agreed that you will have a manned booth for the duration of "The Market" on Friday, Saturday and Sunday. Under no exceptions will vendors not arrive for a scheduled day of "The Market".

Location: Seneca Harbor Park (\$200.00/weekend) 3rd Street (\$150.00/weekend)

Lafayette Park may be used if number of Vendors exceeds capacity of above locations

Size of booth required: 10x10 (Single Booth) 10x20 (Double Booth) *permitted for food outlets only

Schedule of Events:

Friday, September 14, 2018

10:00 AM – 12:00 PM	Vendor Set-Up
11:00 AM – 6:00 PM	<i>GlassBarge</i> Demonstrations (Seneca Harbor Park)
12:00 PM – 9:00 PM	Market Event (Seneca Harbor Park, 3 rd Street)
12:00 PM – 5:30 PM	Bands (3 rd Street)
6:00 PM – 9:00 PM	Bands (Seneca Harbor Park)

Saturday, September 15, 2018

9:30 AM – 7:15 PM	<i>GlassBarge</i> Demonstrations (Seneca Harbor Park)
12:00 PM – 9:00 PM	Market Event (Seneca Harbor Park, 3 rd Street)
12:00 PM – 5:30 PM	Bands (3 rd Street)
6:00 PM – 9:00 PM	Bands (Seneca Harbor Park)

Sunday, September 16, 2018

9:30 AM – 5:00 PM	<i>GlassBarge</i> Demonstrations (Seneca Harbor Park)
12:00 PM – 5:00 PM	Market Event (Seneca Harbor Park, 3 rd Street)
12:00 PM – 2:00 PM	Bands (3 rd Street)
2:00 PM – 4:00 PM	Bands (Seneca Harbor Park)
5:00 PM – 7:00 PM	Vendor Tear Down

- 1. Fee & Registration** - If you would like to participate as a vendor, you must register no later than August 30. To register, please return this completed form **and** your certificate of insurance, sales tax certificate, health permit, food vendor permit, and liquor permit (if applicable). Space is limited and offered on a **first-come, first-served basis**.

Registration Deadline – August 30

Payment Deadline – September 5

Seneca Harbor Park Fee: \$200.00/weekend | 3rd Street Fee: \$150.00/weekend

- 2. Set-up** - The set-up for the Market Event begins on Friday at 10:00 AM. You will be required to set-up and tear-down your own display. The tear-down for the Market Event begins at 5:00 PM on Sunday. **No early tear-down option is available.** If you are unable to staff your booth for the entire time, please make arrangements to have another employee staff the booth.
- 3. Booth Information** –Vendors are responsible for the entire set up of their booths. There will be **no** tables, linens, or tents provided. Vendors are able to leave booths set up for the duration of the weekend. Any items left within the booth during non-operating hours of “The Market” are the sole responsibility of the vendor. If tents are used, it is the vendor’s responsibility to ensure that all tents are secured and will not move due to wind or inclement weather. No stakes are permitted in the pavement.
- 4. Electricity – OFFERED ON A FIRST COME, FIRST SERVE BASIS!**
If you do not select an option, you will not have access to electric!!!
[] Yes, display **requires** electrical hook-up. (Each business is responsible for supplying its own cords.)
[] No, display does not require electrical hook-up.
NO GENERATORS WILL BE PERMITTED.
- 5. Insurance** - It is **required** that **all** businesses participating in “The Market” secure and maintain the following general liability insurance coverage:

Bodily Injury.....\$1,000,000 per occurrence **AND** Property Damage.....\$500,000 per occurrence

OR

\$1,000,000 per occurrence Combined Single Limit

*If you are serving liquor, you **MUST** also obtain Liquor Liability Insurance in addition to the items above*

Furthermore, every business must name the Village of Watkins Glen, Schuyler County and their officers, directors and employees and the Finger Lakes Gateway CDC as additional insured. Please be sure to include addresses for the above entities. **A copy of your certificate of liability insurance must be submitted with this agreement.**

6. **Sales** - Sales are permitted at the event. Please list the products you would like to sell below. The Glass in the Glen Staff will notify you of final approval. **A copy of your sales tax certificate, health permit, food vendor permit and liquor permit (if applicable) must be submitted with this agreement.**
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Please note, registrations will not be processed without certificate of insurance, sales tax certificate, health permit, food vendor permit and liquor permit (if applicable).

7. **Registration at Event** – Upon arrival, please be sure to register for the event with Glass in the Glen Staff. At registration you will receive your table number, a layout of the event, and a schedule of events.
8. **Payment** –Once the registration form is completed and submitted, the Glass in the Glen Staff will contact you that your registration has been accepted. At this time, an Indemnification/Hold Harmless Agreement will be send and will need to be completed, signed and returned with payment. Payment is due no later than September 5th. Please do **NOT** send payment with your registration form. Payment **MUST** be made **via check** (made payable to **FINGER LAKES GATEWAY CDC**). **NO OTHER FORMS OF PAYMENT WILL BE ACCEPTED.**
9. **Submission of Registration Form** – Completed Registration Agreements, Certificates of Insurance, Sales Tax Certificates Health Permit, Food Vendor Permit, and Liquor Permits (if applicable) can be submitted to the following via mail or email **ONLY:**

Watkins Glen Harbor Hotel
c/o Liz Salamendra
16 N. Franklin Street
Watkins Glen, NY 14891
esalamendra@harthotels.com

10. **Payment-** Once registration form is submitted, and you have been contacted that your registration has been accepted, please mail your check payment to the address above (made payable to **FINGER LAKES GATEWAY CDC**).
11. **Additional Information-** Once registration form is submitted, registration has been accepted and payment has been received, a packet with additional information and FAQs will be sent to all vendors.