

**RESERVATION FORM**  
**ZONTA FALL CRAFT SHOW**  
WARREN COUNTY/ FLOYD BENNETT AIRPORT  
QUEENSBURY AVENUE, QUEENSBURY NY 12804



**September 23, 24, 25, 2011**

**Please read the information sheet carefully. SAVE IT FOR FUTURE REFERENCE. Type or print the information requested below, add date and sign your name.**

1. Name: \_\_\_\_\_

2. Business Name: \_\_\_\_\_

3. Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

4. Type of Craft (HANDCRAFTED ONLY) \_\_\_\_\_

5. Circle Selection:

10' x 10' spaces	1	2
3 days	\$250	\$400

6. Amount for space(s) \_\_\_\_\_

*Preference will be considered based on the date of this reservation form and payment is received.*

7. New York State Sales Tax ID Number: \_\_\_\_\_

**I WILL PROVIDE AND CLEARLY DISPLAY A VALIDATED CERTIFICATE OF AUTHORITY, INDICATING THAT I AM REGISTERED WITH THE NEW YORK STATE SALES TAX DEPARTMENT.**

8. I will provide a copy of the CERTIFICATE OF INSURANCE OR HOMEOWNERS POLICY listing Zonta Club of Glens Falls, Warren County, & the Adirondack Balloon Festival as additional insured for September 23,24,25, 2011 event with the address of PO Box 251, Glens Falls NY 12801 (send with Application). **REQUIRED!**

I have read and understand the terms in the Information Sheet provided. I accept the above terms and I expressly release the ZONTA CLUB OF GLENS FALLS, WARREN COUNTY AND THE ADIRONDACK BALLOON FESTIVAL of any and all liability for any damage, injury or loss to person and/or goods for any cause what so ever. I DO/DO NOT (please cross out one) wish to leave my/our canopy set up overnight. I agree to assume all of the risk associated with leaving the canopy set up overnight.

**NO USE OF STAKES ON THE PAVEMENT. YOU WILL BE RESPONSIBLE FOR ANY DAMAGE INCURRED**

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**NOTE:** Payment instructions on Information Sheet. Please return this sheet, a self-addressed stamped envelope and your check or money order made payable to "Zonta Club of Glens Falls."

**Mail to: Christine Legg, 250 Dixon Road Apt. A, Queensbury, NY 12804**

**[www.ZontaDistrict2.org/GlensFalls](http://www.ZontaDistrict2.org/GlensFalls)**

**2011 INFORMATION SHEET**  
**2<sup>nd</sup> ANNUAL ZONTA FALL CRAFT SHOW**  
**Adirondack Balloon Festival**  
**WARREN COUNTY/ FLOYD BENNETT AIRPORT**  
**QUEENSBURY AVENUE, QUEENSBURY NY 12804**



**FRIDAY SEPTEMBER 23, 2011 SETUP BEGINS AT NOON**  
**FRIDAY SEPTEMBER 23, 2011 4:30PM-7PM**  
**SATURDAY SEPTEMBER 24, 2011 4:30AM-7PM**  
**SUNDAY SEPTEMBER 25, 2011 4:30AM**

**RAIN OR SHINE**

**SPONSOR:** ZONTA CLUB of Glens Falls. ZONTA is an international classified service organization of executives in business and the professions "Committed to Our Community." Money raised is used to fund local scholarships and service projects, with emphasis on breast cancer prevention and education.

Several hundred thousand people expected for the weekend event.

Please read the following and save for future reference.

**EXHIBITORS: LIMITED TO CRAFTS**

- 1 • All items must be designed or created by the exhibitor
- 2 • No commercial mass-produced items
- 3 • RESERVATIONS will be accepted for three days only
- 4 • RESERVATIONS will be accepted in order of receipt until all spaces are filled
- 5 • CANCELLATIONS received before August 20 will be subject to a \$25 handling fee. Refunds for cancellations received after August 20 will be given provided the space can be filled.

**SPACES:** All spaces measure 10' wide by 10' deep. These are spaces arranged side by side on a paved (blacktop). **DO NOT DRIVE STAKES INTO THE PAVEMENT.** You will be held liable for any damage incurred. Exhibitors may not assign or sublet any part of their reserved space.

**PARKING:** There are parking lots nearby. Permits will be necessary for parking spot and field permit will be required for each vendor.

**FEE SCHEDULE:** 10' X 10' for three days  
1 space.....\$250.00  
2 spaces.....\$400.00

**HOURS:** The lot will be open to exhibitors for setup at Noon Friday 9/23/11. To prevent traffic jams, vehicles should be unloaded as quickly as possible and removed from the area.

***YOUR COOPERATION IS EXPECTED AND APPRECIATED.***

**HOUSE-KEEPING:** No alcohol will be permitted, you must keep your area in good order and disposing of your own rubbish after the event Sunday, if not you will not be asked back.

**SERVICES:** Generator is okay, no electricity.

**SECURITY:** We will have overnight military patrols on Friday and Saturday overnight so that, at your own risk, canopies may be left set up. If you choose to do so, please provide proof of insurance for any losses you might experience and for any property damage liability that might be incurred as a result of wind or other disturbances.

**SALES TAX:** Exhibitors are responsible for reporting proper Sales Tax information as required by New York State Law. Exhibitors will be required to provide and clearly display a validated Certificate of Authority at the Zonta Fall Craft Show. NYS Sales Tax Number is requested on the reservation form along with a copy of NYS Sales Tax Certificate attached to your reservation form.

**QUESTIONS:** Please email Christine Legg at [ZontaFallCraftShow@ZontaDistrict2.org](mailto:ZontaFallCraftShow@ZontaDistrict2.org) or call 518-743-1844.

**REMINDER:** We are advertising our fair in various publications and newspapers.

**PAYMENT:** There will be a \$25.00 charge for any returned checks.  
Payments after September 1, 2011 must be money orders only.

**CONFIRMATION:** A confirmation of your reservation will be mailed to you as soon as possible after we receive your application. **A self-addressed, stamped envelope must accompany your registration.**

**SEND CHECK AND INSURANCE AND APPLICATION AND SELF-ADDRESSED ENVELOPE  
TO: CHRISTINE LEGG  
250 DIXON RD APT A,  
QUEENSBURY NY 12804**

**Contact number 518-743-1844**

**CHECK PAYABLE TO ZONTA CLUB OF GLENS FALLS.**