

## Community Partner Contract

Dear Community Partner,

Thank you for your interest in our 4<sup>th</sup> Annual Schoharie County Fall Festival, which will be happening on Saturday, October 3, 2026 at the Old Stone Fort Museum Complex, 145 Fort Road, Schoharie, NY 12157. Please read through the information below to familiarize yourself with what this year's event will look like.

### Applications must include:

- Signed contract & releases

### Registration Deadline is September 12, 2026

If you have any questions, please contact the Society at [fallfest@theoldstonefort.org](mailto:fallfest@theoldstonefort.org) or call (518) 295-7192

### Community Partner Contract

THIS AGREEMENT dated \_\_\_\_\_, between the Schoharie County Historical Society herein referred to as "SCHS" and \_\_\_\_\_, herein referred to as "community partner" for booth space for the SCHS Fall Festival to be held on October 3, 2026, 11:00 AM to 6:00 PM.

### General Information

This Community Partner Contract is intended for organizations seeking to promote their mission, programs, and community-based work. It is not intended for organizations or individuals selling goods or services. Any group wishing to sell items must complete a Vendor Contract and pay the applicable vendor fee. Approved community partners will be provided with one 10' x 10' space at no cost. Requests for more than one space, or expanded space usage, will require completion of a Vendor Contract and payment of the single-space vendor fee.

Each community partner must bring their own pop-up tent, tables, and chairs. Everyone is expected to have an attractively decorated booth and to be able to greet visitors for the duration of the event.

The event will be held rain or shine. However, in the case of extreme weather warnings, you are not obligated to attend. If you must cancel due to weather or any other reason, please contact us via email or phone.

### Safety

SCHS is working hard to make this a safe and unique event that celebrates our talented local artisans. Safety is a top priority; all tents/canopies, tables, displays, and products must be stable, secure, and safe for attendees. Each community partner is responsible for ensuring their setup complies with all applicable safety regulations and does not pose a hazard. Event staff reserve the right to require adjustments or removal of any setup deemed unsafe. Aisles and walkways must remain clear at all times.

### Accessibility

Unfortunately, due to the natural terrain and layout of the site, the event location is not wheelchair accessible. The grounds include uneven surfaces and areas that may be difficult to navigate for individuals with mobility limitations. We encourage our community partners to take this into consideration when planning their participation and to reach out to event staff in advance with any questions or concerns.

Please be advised that all community partners must be able to drop off their vehicle in the vendor parking area, which is located roughly 75 yards from the vendor field.

### **Arrival & Departure**

Booth setup will begin at 8:00 AM. Community partners are asked to arrive no later than 10:30 AM, as the event opens to the public at 11:00 AM. Please ensure you allow sufficient time to fully set up your booth. While volunteers may be present, assistance with setup cannot be guaranteed.

Upon arrival, community partners should proceed past the museum complex to access the vendor field. An access road marked with cones on the right-hand side will lead you to the field. Please drive down this access road and check in with the event staff member at the end, who will assign you a spot number and direct you to your designated location.

In the event of a rainy season or wet field conditions, vehicles will not be permitted on the field. If this occurs, all participants will be assigned arrival time slots to assist with unloading and transporting materials to their designated spots in an orderly and safe manner. Additional instructions will be communicated in advance if this plan is implemented.

The event will run until 6:00 PM. Community partners are welcome and encouraged to remain for the full duration of the event; however, community partners may not begin packing up or leave before 5:00 PM. Community partners found to have packed up and departed prior to this time will not be invited to participate in future events. Before the scheduled departure time, event staff will provide instructions on the departure process in the effort to make it as safe as possible.

### **Registration Deadline & Pricing:**

All non-profit organizations and community partners are welcome to participate at **no cost** as long as they are not planning to sell and require only one 10' x 10' space. Please note that space is limited. To secure your spot, we recommend submitting your signed contract as soon as possible.

Applications and any required materials must be submitted by **September 12th**. Submissions received after this deadline will not be considered.

**Please fill out the information below**

**Organization:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

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**Phone:** \_\_\_\_\_ **Please Circle:**  Cell  Home  Work

**Email:** \_\_\_\_\_

**I acknowledge that I have carefully read and fully informed myself of the contents of this contract before signing.**

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Signature of Participant & Date

**Affirmation & Liability Release**

To the fullest extent permitted by law I, \_\_\_\_\_ shall defend, indemnify, and hold harmless the Schoharie County Historical Society their officers, director, employees, and volunteers from and against any and all claims, demands, suits, or causes of action that result from injury to any person, including death, or damage to or loss of tangible property arising from the negligent acts or omissions of myself, employees or agents in connection with this Agreement. I further state that I am of lawful age and legally competent to sign this affirmation and release. I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

**I have read this affirmation and release in its entirety and fully understand its contents prior to signing.**

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Signature of Participant & Date

**Photo Release**

I authorize the Old Stone Fort/Schoharie County Historical Society the right to use, publish and reproduce, for all purposes my name/business/organization, picture in film or video form, sound and video recording of my voice (if applicable) in all media including, without limitation, brochures, publications, media releases, radio, internet, and television.

I hereby waive the right to receive any payment for the use of the material described above. I also waive the right to inspect or approve finished materials prior to release.

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Signature of Participant & Date

Return your form by mail or email to [fallfest@theoldstonefort.org](mailto:fallfest@theoldstonefort.org) by September 12  
Schoharie County Historical Society, PO Box 171, Schoharie, NY 12157