

## **Vendor Contract**

Dear Vendor,

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
- Fee for your space (see tiered pricing)
- Certificate of Insurance (if selling food or drink items)

### **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

## **Vendor Contract**

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

### **General Information**

Booth spaces will be approximately 10' x 10'. Each vendor must bring their own pop-up tent, tables, and chairs. Vendors are expected to have an attractively decorated booth and to be able to greet visitors for the duration of the event.

Vendors who are selling anything to the public must be prepared to present their NYS Sales Tax ID. If the vendor is selling any food or drink items, a copy of their Certificate of Insurance will be necessary upon submission of your application. Schoharie County Historical Society is to be listed as an additional insured.

The majority of the items you sell must be grown/created by your business. Additionally, no vendor shall have an exclusive on any type of product. SCHS will do their best to assign similar product lines spaces in different areas.

The event will be held rain or shine. However, in the case of extreme weather warnings, vendors 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. Vendors are 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 vendors 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 vendors must be able to drop off their vehicle in vendor parking, which is located roughly 75 yards from the vendor field.

## **Arrival & Departure**

Booth setup will begin at 8:00 AM. Vendors 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, vendors should proceed past the museum complex to access the field vendor area. 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, vendors 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. Vendors are welcome and encouraged to remain for the full duration of the event; however, vendors may not begin packing up or leave before 5:00 PM. Vendors 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 Deadlines & Pricing:**

Take advantage of our tiered pricing by registering early. Prices increase at each deadline, so we encourage you to register as early as possible to secure the best rate. Please note that space is limited. To secure your spot, we recommend submitting your signed contract along with payment as soon as possible.

### **Early Bird Pricing (January 21 through April 30):**

\$20 for one 10' x 10' space  
\$35 for two 10' x 10' spaces

### **Regular Pricing (May 1 through July 31):**

\$25 for one 10' x 10' space

\$40 for two 10' x 10' spaces

**Last Chance Pricing** (August 1 through September 12):

\$30 for one 10' x 10' space

\$45 for two 10' x 10' spaces

**Payment**

Payment may be made in the form of cash, check, or credit card. Checks must be made out to the Schoharie County Historical Society or SCHS. If you choose to pay by card, please only pay with the Square link provided to you through our email [fallfest@theoldstonefort.org](mailto:fallfest@theoldstonefort.org), we are not responsible if you send money any other way as that is a scam.

If you are unable to attend and inform SCHS by September 12, we would be happy to refund your fee.

**Registration Deadline is September 12, 2026**

**Please fill out the information below**

**Business:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

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

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

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

**Items Being Sold:** \_\_\_\_\_

**Total Payment Amount:** \_\_\_\_\_ **(Please See Tiered Pricing)**

**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 to photograph, film, record, and otherwise capture my image, likeness, name, voice, and/or business or organization, and to use, publish, reproduce, and distribute any and all such photographs, video recordings, and audio recordings for any lawful purpose.

These materials may be used in all media now known or hereafter developed, including but not limited to brochures, publications, promotional materials, press and media releases, radio, internet, social media, and television.

I understand and agree that these materials may be used without limitation or time restriction. I waive any right to compensation for the use of these materials and any right to inspect or approve the finished product prior to its use or 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