

## FARMER'S MARKET INTRODUCTION

Oswego Harborfest  
July 25 – 28, 2024  
Oswego, New York



Started in 1988 as a small, community dream, Harborfest grew to be named a five-time Top-100 Event in North America by the American Bus Association. The Festival features free musical entertainment and attractions throughout the City of Oswego. The weekend also features talented artists and craftspeople, a Farmer's Market, commercial vendors, children's activities, international cuisine, a midway and the festival's memorable centerpiece – one of the most spectacular fireworks displays in the Northeast. The notoriety and longevity of Harborfest makes this an annual favorite and ideal place for vendors to showcase their products to the 50,000+ people who attend.

### THE PROCESS:

Application to be a Farmer's Market Vendor does not guarantee acceptance. Review of applications begins February 1, 2024 and continues until all sites are filled. Vendors participate for the full weekend (Thursday – Sunday) or have the option of participating for a single day (Friday – Sunday). The Farmer's Market will be in Breitbeck Park.

APPLICATION FEE:	\$35 (non-refundable)
SITE FEES (10 X 10 booth):	
Thursday - Sunday	\$275 ( <u>\$300 after 2/28</u> )
Friday only	\$100 ( <u>\$125 after 2/28</u> )
Saturday only	\$150 ( <u>\$175 after 2/28</u> )
Sunday only	\$100 ( <u>\$125 after 2/28</u> )

### MISCELLANEOUS FEES (if applicable):

Electricity @ \$25 based on duplex outlet/20 amps

Insurance @ \$90

Contact the Vendor Coordinator if interested in renting tent/table/chairs from Harborfest

### PAYMENT SCHEDULE:

All fees are to be included with the application. If paying with check, submit two checks: Application fee & Booth/miscellaneous fees. Checks should be made payable to Oswego Harbor Festival, Inc. There will be a service fee of \$30 for any returned checks.

The booth/miscellaneous check will only be processed if the Vendor is accepted. If the Vendor is not accepted, the booth/miscellaneous check will be returned. If paying with credit card, the application fee (if applicable) will be processed immediately and the booth/miscellaneous fee will only be processed if the vendor is accepted.

### FESTIVAL REGULATIONS

1. Vendors must abide by the regulations as set forth in the application. Vendors who do not display and sell items submitted with their application will be asked to leave. If asked to leave the festival, a Vendor will forfeit the booth fee. Harborfest will not be liable for lost profits or consequential or incidental damages including, but not limited to travel, lodging, insurance, or wages.
2. Vendors may offer samples and sell products. Wineries and/or micro (craft) breweries must have tasting permits from the SLA with them on site if they intend to offer tastings to the consumers prior to a sale by the bottle. Alcohol cannot be sold by the glass.
3. Vendors must be set up by the time the venue opens each day and remain open until the specified closing times unless notified by Festival officials. Vendors will be provided with exact times by July 1, 2024.
4. No specific booth locations are guaranteed and prior participation in the festival does not guarantee space in the 2024 Festival.
5. Booth spaces are priced according to actual size of booth footprint, with vending from the front only. Vendors and their belongings must stay within these boundaries. Hawking, soliciting or roaming the crowds is not allowed and booth spaces cannot be sublet or reassigned. Selling from trucks, vans or trailers is not permitted.

6. All booths should be secure and stable in construction. Electricity is not guaranteed, and a fee is charged if electricity is provided.
7. Harborfest requests vendors to provide their own tents (preferably white), tables, and chairs. However, they can be rented from Harborfest, for an additional fee.
8. Display booths and items left in place before, during or after the show hours are the full responsibility of the Vendor. Standard public security will be provided.
9. Set up and display materials are Vendor's responsibility. Controlled vehicle access will be allowed at designated set-up times. No vehicles are allowed on site during the festival operating hours. NO EXCEPTIONS.
10. Vendors must be registered with the State of New York and are required to display "NYS Sales Tax Certificate" in booth at all times. Vendors are responsible for collection and payment of the appropriate NYS sales tax (8%). If you need a certificate contact: State of New York Tax ID Information (518) 485-2889 or [www.tax.ny.gov](http://www.tax.ny.gov). Vendors must provide a copy of NYS Sales Tax Certificate with their application.
11. Vendor must provide Certificate of Insurance naming Oswego Harbor Festivals, Inc, Harbor Festivals Guild and the City of Oswego as additional insured under the following guidelines: maintain general liability insurance written on an occurrence basis for itself at the festival with combined single limit bodily injury and property damage coverage of not less than \$1,000,000. This may be purchased through Harborfest for \$90.
12. Harborfest is not responsible for any damage, loss of personal property, personal injury or accidents involving Vendor and his/her personnel. Vendors indemnify and agree to hold Harborfest harmless from any and all claims, liabilities, demands, lawsuits, costs, penalties, expenses (including reasonable attorney fees) and judgments due to breach of this agreement by Vendors or their personnel.
13. Music played by vendors must not interfere with other vendors or stages and is not permitted while the stages are operating.
14. Vendors must contact the Oswego County Health Department (315) 349-3557 to obtain an Oswego County Health Permit.
15. NYS wineries do not need to obtain "no fee" permits from the SLA to legally sell their NYS labeled wines. However, NYS craft breweries must obtain a "no fee permit."
16. Harborfest personnel must authorize early withdrawal from the event.

VENDOR'S SIGNATURE ON THIS APPLICATION INDICATES THAT (S)HE AGREES AND WILL COMPLY WITH THE TERMS AND CONDITIONS STATED HEREIN.

**CANCELLATION POLICY:** If written notification is received by May 31, 2024, site fee will be refunded.

**APPLICATION PROCEDURE:** Complete application and return to Harborfest with the following items:

- Two Checks (\$35 application fee & booth/miscellaneous fees)
- Copy of NYS Sales Tax Certificate (Booth will not be allowed to open without)
- Copy of valid photo ID
- If requesting electricity include a list of electrical devices to be utilized and electrical requirements
- List of all products to be sold. This will assist in placement of booth
- Description of how you plan to use your booth; photo or sketch of booth is encouraged

Mail Completed application with required items listed above to: Oswego Harbor Festivals, Inc., 41 Lake Street, Oswego, NY 13126

# 2024 FARMER'S MARKET APPLICATION

(Please print legibly and fill in completely)

NAME		BUSINESS NAME
ADDRESS		CITY, STATE, ZIP
PHONE	CELL	NYS TAX ID NUMBER (Include Tax Certificate with application)
EMAIL ADDRESS		WEBSITE

## VENDOR INFORMATION

- New Applicant      List 2 shows you participated in 2023: \_\_\_\_\_
- Returning Vendor

## BOOTH FEES (all sites 10' x 10')

- Thursday – Sunday \$275, (\$300 after 2/28)
- Friday only \$100 (\$125 after 2/28)       Saturday only \$150 (\$175 after 2/28)       Sunday only \$100 (\$125 after 2/28)

## MISCELLANEOUS FEES (if required)

- Electric outlet @ \$25 (Based on Duplex/20 Amps)       Insurance @ \$90

Other Needs: \_\_\_\_\_

Do you need access to water     Yes     No

(Contact Vendor Coordinator if you need to rent tent/table/chairs from Harborfest)

**PUBLICITY DESCRIPTION** (For website/promotional purposes:) Choose one:       Business Name     Last name

**PRODUCT DESCRIPTION** (List all products to be sold) \_\_\_\_\_

## PAYMENT CALCULATION

Application Fee    \$35      Booth Fee: \$\_\_\_\_\_ + Miscellaneous Fees: \$\_\_\_\_\_ = TOTAL \$\_\_\_\_\_

## PAYMENT METHOD (Check method of payment)

- Check/Money Order: supply (2) checks/money orders for:      (1) \$35 Application Fee      (2) Booth fee, Miscellaneous Fees (electric, etc.)  
Please make sure your name is on the check/money Order. Checks should be made payable to Oswego Harbor Festivals, Inc

- Credit Card:       Visa     MasterCard     AMEX

Credit card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3 digit security code: \_\_\_\_\_

I, the undersigned am the authorized credit card holder and allow Harborfest to charge my account for Festival fees.

Authorized Card Holder : \_\_\_\_\_ Date \_\_\_\_\_

Application fee will be cashed/charged upon processing. Booth and Miscellaneous Fees (if applicable) will be cashed/charged when signed agreement is received.

## AUTHORIZATION

I have read this application and will comply with all Oswego Harborfest regulations.

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

QUESTIONS: CONTACT VENDOR COORDINATOR AT 315-343-6858 OR EMAIL: [vendor@oswegoharborfest.com](mailto:vendor@oswegoharborfest.com). Mail Completed application with required items (refer to Application Procedure) to: Oswego Harbor Festivals, Inc., 41 Lake St., Oswego, NY 13126