



5. All booths should be secure and stable in construction. Electricity is not guaranteed, and a fee is charged if electricity is provided. Harborfest requests vendors to provide their own tents (preferably white), tables, and chairs. However, they can be rented from Harborfest for an additional fee (if interested, contact the Vendor Coordinator).
6. 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.
7. Set up and display materials are Vendor's responsibility. Controlled vehicle access will be allowed ONLY at designated set-up times. NO vehicles are allowed in venues or on site during the festival operating hours. **NO EXCEPTIONS.**
8. 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 NYS Tax 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.**
9. **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. If you do not have insurance, you may purchase through Harborfest for \$90.
10. 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.
11. If providing food and/or beverage tasting/sampling, Vendor must contact the Oswego County Health Department (315) 349-3557 to obtain an Oswego County Health Permit.
12. Music played by vendors or PA systems used by vendors must not interfere with other vendors or stages. Music is not permitted while the stages are operating.
13. There is no product exclusivity offered to vendors **(with the exception of glow-light/electric light up novelties)**. Harborfest will make every effort not to place two vendors selling similar items next to each other, but this is not guaranteed.
14. Harborfest personnel must authorize early withdrawal from the event.
15. 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, 2026, booth/miscellaneous fee will be refunded.

**QUESTIONS:** Contact Vendor Coordinator 315-343-6858 or email [vendor@oswegoharborfest.com](mailto:vendor@oswegoharborfest.com)

**APPLICATION PROCEDURE:** Complete application and return to Harborfest, 41 Lake St., Oswego, NY 13126 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 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**

**(Please print legibly and fill in completely)**  
**Applications must be received by May 15, 2026**

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