



# NON-PROFIT 2019 APPLICATION

GREATER WATERTOWN - NORTH COUNTRY CHAMBER OF COMMERCE

GREATER WATERTOWN-NORTH COUNTRY CHAMBER OF COMMERCE

## FARM & CRAFT MARKET 2019

### ELIGIBILITY REQUIREMENTS, GENERAL INFORMATION & RULES

The Greater Watertown-North Country Chamber of Commerce 2019 Farm & Craft Market will operate **every Wednesday from 6:30AM to 3:00PM from May 22, 2019 through October 2, 2019**, with the exception of Federal Holidays (none conflicting in 2019). The Farm & Craft Market will operate rain or shine - there will not be rain dates. All vendors are asked to remain fully set up and operational during open hours of the market. *Please only submit pages 3-4 as the application.*

#### RULES AND REGULATIONS

1. All non-profits requesting booth space must be approved by the Chamber prior to market day.
2. Non-profits should arrive between 7:30 and 8:00am and report to the Chamber booth in front of the Dulles State Office Building. Non-profits will be assigned to a space at that time. The Chamber cannot guarantee you will have a spot that will accommodate a tent.
3. Non-profits are not allowed to offer ANY items for sale at the farmers market, including but not limited to baked items and crafts.
4. Non-profits are not permitted to post signage or stand within the sidewalk. All materials must be kept out of the flow of market traffic.
5. Please set up table so that the people coming to your booth will be standing on the sidewalk and not the grass. This can be accomplished by lining your table up parallel to the sidewalk. Protective matting must be used if customers will be standing on grassy areas within your booth.
6. Non-profits setting up at the market should bring their own table, chairs, tent etc. as these items are NOT provided by the Chamber.
7. No "Hawking" or Proselytizing allowed. Any person obstructing flow of market customers, actively pursuing customers, or acting in a harassing manner will be asked to leave the market immediately. All organizations representatives must remain behind their table at ALL times. Costumed characters are allowed only if within the non-profits designated booth space.
8. Do not park in on-street parking as you will be ticketed for lengths longer than two hours. You are welcome to drop off your items and then park in the Stone Street public parking area.

## INSURANCE

**Three separate Liability Insurance Certificates** should be included naming the following as additional insured: NEED ALL 3

1. Liability Insurance naming the Greater Watertown-North Country Chamber of Commerce  
Greater Watertown-North Country Chamber of Commerce  
1241 Coffeen Street  
Watertown, NY 13601
2. Liability Insurance naming the City of Watertown  
City of Watertown  
245 Washington Street  
Watertown, NY 13601
3. Liability Insurance naming the Office of General Services  
NYS Office of General Services  
Dulles State Office Building  
317 Washington Street  
Watertown, NY 13601

All vendors must carry a liability insurance policy, regardless of product, at a ***minimum amount of one million dollars each occurrence, two million dollars general aggregate.***

### **Required Verbiage for the Description of Operations:**

The Watertown Farm & Craft Market at the Dulles State Office Building - 317 Washington St., Watertown, NY 13601 - held on Wednesday's from May 22, 2019 – October 2, 2019. The People of the State of New York, its agents, officers and employees named as additional insured.

Visit the Vendor Resources page on our website for examples and specific information on how to obtain these certificates [www.watertownfarmandcraft.com/vendor-resources](http://www.watertownfarmandcraft.com/vendor-resources)

## WORKERS' COMPENSATION AND DISABILITY

NYS Workers' Compensation and Disability Certificates: NEED ONLY 1

1. If you have employees, for both NYS Workers' Compensation and Disability Certificates, use the following address for entity requesting proof of coverage:  
NYS Office of General Services  
Dulles State Office Building  
317 Washington Street  
Watertown. NY 13601
2. If you do NOT have employees, you must have a signed Certificate of Attestation of Exemption (CE-200) from New York State found on the NY Business Express website. Returning vendors should use existing account login.

### **Required Verbiage for Business Applying For:**

For Business Applying for choose OTHER: then type "Public Use of State Property"

Address should state From: NYS Office of General Services

Dulles State Office Building  
317 Washington Street  
Watertown. NY 13601

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**Non-Profit APPLICATION FOR 2019 WATERTOWN FARM & CRAFT MARKET**

PLEASE PRINT CLEARLY

Organization \_\_\_\_\_

Contact Person #1 \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ (Cell? Y / N)

Contact Person #2 \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ (Cell? Y / N)

Business Address \_\_\_\_\_

City \_\_\_\_\_ State NY Zip Code \_\_\_\_\_

Website \_\_\_\_\_

Facebook @ \_\_\_\_\_ Instagram @ \_\_\_\_\_

Twitter @ \_\_\_\_\_ LinkedIn @ \_\_\_\_\_

**MEMBERSHIP STATUS**

\_\_\_\_\_ Yes, GWNC CHAMBER MEMBER - or - \_\_\_\_\_ No, Not a GWNC CHAMBER MEMBER

**I confirm that the following items are enclosed with this application (Check all that apply):**

Liability Insurance Certificates: 3 Total 1. Listing Chamber as Additional Insured 2. Listing the City of Watertown as Additional Insured 3. Listing the Office of General Services as Additional Insured	
NYS Workers' Compensation and Disability Paperwork – or – Certificate of Attestation of Exemption (CE-200)	
Signed Hold Harmless Agreement	
Signed Acknowledgement of Rules, Regulations and Requirements	
Photo & Information Media Release Form	

**DAYS REQUESTED**

Non-profits will be allowed 2 free days again this season, space permitting. Which 2 days would your organization like to attend the market at no charge this season? Please note the calendar fills in on a first come, first serve basis. If your requested dates are unavailable, we will reach out to make arrangements.

**The Watertown Farm & Craft Market is held on Wednesday's from May 22 – October 2, 2019.**

**Preferred: Day 1** \_\_\_\_\_

**Day 2** \_\_\_\_\_

**Back-Up: Day 1** \_\_\_\_\_

**Day 2** \_\_\_\_\_

**HOLD HARMLESS AGREEMENT**

The undersigned agrees to, at all times, indemnify and save harmless, the Greater Watertown-North Country Chamber of Commerce, Inc., the City of Watertown, all designated property owners where vendor booths are located, and their employees and agents thereof against all claims, demands, actions, or causes of action arising or growing out of any injury, loss or damage to property from the installation, use, maintenance, state of repair or presence of any kind related to the booth or other installation or structure at the Greater Watertown-North Country Chamber of Commerce Farm & Craft Market, and will pay to the Greater Watertown-North Country Chamber of Commerce, Inc. the full amount of any loss or damage which it may sustain, incur or become liable for on account thereof.

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

**ACKNOWLEDGEMENT OF RULES, REGULATIONS & REQUIREMENTS**

I have read and agree to abide by all of the rules, regulations and requirements of the Greater Watertown-North Country Chamber of Commerce Farm & Craft Market as outlined in the 2019 Application, and I understand that any violation of the rules may result in expulsion from the Market.

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

**PHOTO RELEASE - Permission to Use Photograph**

Subject: 2019 Farm & Craft Market; May 22, 2019 thru October 2, 2019.  
Location: 317 Washington Street, Watertown NY 13601

I grant to the Greater Watertown-North Country Chamber of Commerce and its relationship to the promotions of the Farm & Craft Market to take photographs of me and my property in connection with the above-identified subject. I authorize Greater Watertown-North Country Chamber of Commerce, its assigns and transferees to copyright, use and publish photos in print and/or electronically.

I agree that Greater Watertown-North Country Chamber of Commerce may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. I have read and understand the above:

Signature \_\_\_\_\_ (parent or guardian if under age 18)

Printed name \_\_\_\_\_ Date \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

**Please send this application, insurance certificates, and worker’s compensation documentation to:**

Kayla Perry, Director of Events and Market Coordinator  
[events@watertownny.com](mailto:events@watertownny.com)

Greater Watertown-North Country Chamber of Commerce  
1241 Coffeen Street, Watertown, NY 13601

Questions? Email [events@watertownny.com](mailto:events@watertownny.com) or call 315-788-4400 x21