



Non-Profit Application

GREATER WATERTOWN - NORTH COUNTRY CHAMBER OF COMMERCE

GREATER WATERTOWN-NORTH COUNTRY CHAMBER OF COMMERCE

FARM & CRAFT MARKET 2021

ELIGIBILITY REQUIREMENTS, GENERAL INFORMATION & RULES

The Greater Watertown-North Country Chamber of Commerce 2021 Farm & Craft Market will operate every **Wednesday from 7:00AM to 3:00PM from May 26, 2021 through October 6, 2021**, with the exception of Federal Holidays (none conflicting in 2021). 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 7:00 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 26, 2021 – October 6, 2021. 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

WORKERS' COMPENSATION AND DISABILITY

NYS Workers' Compensation and Disability Certificates

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

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

Non-Profit APPLICATION FOR 2021 WATERTOWN FARM & CRAFT MARKET

PLEASE PRINT CLEARLY

Organization _____

Contact Person #1 _____

Email _____ Phone _____ Cell? _____

Contact Person #2 _____

Email _____ Phone _____ Cell? _____

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 26 – October 6, 2021.

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 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: 2021 Watertown Farm & Craft Market
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:

Market Coordinator
kpeck@watertownny.com

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

Questions? Email kpeck@watertownny.com or call 315-788-4400 x21