

2024 TUGBOAT ROUNDUP VENDOR APPLICATION AND CONTRACT

Directions

1. **Fill Out the Application and Contract:** Ensure all the information is complete and correct to avoid any delays in the review process.
2. **Prepare the Payment:** Write a check for the specified amount that corresponds to the vendor fee. Ensure the check is payable to the Town of Waterford.
3. **Certificate of Insurance (For Food Vendors):** If you are selling food, you must include a Certificate of Insurance with your application. This certificate must show a General Liability coverage of at least \$1,000,000 per occurrence. Additionally, the Declarations Page must list "The Town of Waterford, the Village of Waterford, the County of Saratoga, the New York State Canal Corporation, and the New York Power Authority, ATIMA" as Additional Insured for the duration of the event.
4. **Mail the Documents:** Once you have your completed application and contract, along with the check and, if applicable, the Certificate of Insurance, mail these documents to:

Tugboat Roundup
1 Tugboat Alley
Waterford, NY 12188

5. **Deadline:** Ensure that your application, check, and any other required documents are received by August 1, 2024. If you're applying after this date, you must first email ClearyJ@town.waterford.ny.us to check if there is still available space before sending your application.
6. **Prohibited Items:** Be aware that you cannot sell weapons, explosives, obscene materials, illegal substances, tobacco or vaping products, or alcohol (unless given explicit permission as part of the farmers market or other controlled event).

Important Information

- Tugboat Roundup is September 6th (4pm-8pm), 7th (10am-9pm), and 8th (10am to 2pm). Friday is optional for vendors.
- Spaces are \$150 per 10x10 space.
- A \$50 discount is available to organizations who demonstrate a 501(c)(3) status (documentation must be provided with the application)
- Tugboat Roundup takes places along a .5 mile stretch of waterfront space with varying degrees of accessibility by car.
- Specific spots may be requested but are not guaranteed.
- Multi-level marketing companies are prohibited with the exception of those who have participated in the last three years.
- Generators are discouraged. Should they be necessary for a food vendor, the generator noise levels must be below 60 decibels (dB) at a distance of ten feet.

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Contact Information

Contact Name					
Business Name					
Street Address					
City		State		ZIP	
Phone		Email Address			

Business Information

Please choose the option that best describe your business	
Locally produced goods Food vendor Retail	Multi-level marketing (please see important information on page 1) Other (Please describe)
Please list the items you intend to sell:	
Is your business maritime related?	
Yes, our primary business is maritime related We have some maritime related products and services No, we are not maritime related	
Have you participated in Tugboat Roundup before? If so, what years?	
Please choose your location preference for Tugboat Roundup	
Lock E2 Between 4 th St and 3 rd St Between 3 rd and 2 nd St (Visitor Center Area)	Between 2 nd Street and the Hudson River No preference
How many Tugboat Roundup spaces (10 x 10) are you requesting?	
Spaces are \$150 per spot. A \$50 total discount is available to organizations demonstrating a 501(c)(3) status. Please enter the amount you are including with this application:	

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**Please initial each of the statements below to indicate your agreement.
Applications without these agreements will not be accepted.**

AGREEMENT	INITIAL
The Tugboat Roundup is a three-day event, Friday (4pm - 8pm), Saturday (10am to 9pm) and Sunday (10am to 2pm). Friday is optional for vendors. Vendors can set up Friday before 3pm or Saturday morning before 9am. All vendors are expected to be in attendance Saturday until 8pm and Sunday until 2pm. Vendors who are no-shows or opt to close or leave early may not be accepted for future Waterford events. I agree to attend all day Saturday until 8pm and Sunday until 2pm.	
The area along the river and canal can be windy and sudden gusts of wind are not uncommon. Any tents or canopies must be secured with sufficient weights. As an exhibitor at Tugboat Roundup I understand that I am responsible to secure tents and canopies with weights.	
Vendors utilizing a heat source of any kind are required to have in their exhibit space a functional ABC Fire. I agree that if I use a heat source of any kind I will keep an ABC Fire Extinguisher in my exhibit space.	
I agree to operate my sale area in a safe and courteous manner and to pay fees as set forth by this agreement.	
I understand that failure to comply with the rules and regulations could result in dismissal from the event.	
I verify that all information I have provided about my business is true and accurate.	
I understand that the payment of the subject fee shall not create any property rights.	
I affirm that I have authority to make these agreements on behalf of the entity named above.	
I agree that only persons above the age of 18 will represent the entity named above during this event and that all such persons are aware of, and agree to the conditions of this contract.	
As an event exhibitor at the Waterford Tugboat Roundup, I accept full responsibility for any damages caused by my attendance or exhibition at this event. I agree to save, hold harmless, and indemnify the Tugboat Roundup, its sponsoring agency, the Town of Waterford, the Village of Waterford, New York State, the New York State Canal Corporation, the New York State Power Authority, their members, agents, contractors and employees from any and all liability or responsibility pertaining to any damages to person or property on the site utilized by me from said market, when such damages, or liability, arise out of any acts of my own, or of my contractors, assignees, employees or associates. I agree to indemnify the Town of Waterford, the Village of Waterford, the County of Saratoga, the New York State Canal Corporation and the New York State Power Authority and hold them harmless against any and all such claims, damages, losses and expenses, including reasonable attorney's fees, as a result of my participation in this event. This provision is intended by the parties to be broadly interpreted so as to accomplish the goal of relieving the Town of Waterford, the Village of Waterford, the County of Saratoga, the New York State Canal Corporation and the New York State Power Authority from any cost or liability associated with my participation in this event.	

Persons representing the applicant/business

List the names of any representatives of the entity named above, including yourself, that will be event:

By signing, I affirm that all information provided herein is true and accurate to the best of my knowledge, and I commit to abide by all the rules, regulations, and guidelines established for participants in the festival. I understand that providing false information or failing to comply with these rules may result in the termination of my participation and potential legal consequences.

Signature

Date