

**WARREN COUNTY HISTORICAL SOCIETY'S
RURAL HERITAGE FESTIVAL
Saturday, August 11, 2012
at
Warren County Fairgrounds
Schroon River Road
Warrensburg, NY**

EXHIBITOR & VENDOR GUIDELINES & POLICIES
(also available at warrencountyhistoricalsociety.org.)

FOCUS: The WCHS Heritage Fair presents as a living history demonstration, the traditional skills and ways of doing things from early settlement in Warren County through the first half of the 20th century. It also promotes our county's rich and varied historical resources, and the tools and products of our past. Our vendors are regional Makers & Purveyors of traditional and rural products, such as • craft artisans using traditional techniques • local produce and farm market products • traditional building arts • regionally recognized food products including breads, dairy products, preserves and smoked meats • ice cream and sweet treat vendor carts • suppliers of garden/farm tools, equipment, heritage seed, plants & planting techniques • country & general stores • household & farm antiques and collectibles • regional authors & bookstores. Area not-for-profits, historical societies, and museums are invited to participate with displays and promotional materials at no charge. Cornell Cooperative Extension of Warren County will be featured with Youth Fair displays and programs, highlighting the historically important role they have played in serving rural areas.

BOOTH FEE: A vendor space is \$25. There is no charge for artisans that are asked to demonstrate their skills for the public, and not-profit historical societies and museums are invited to participate at no fee.

BOOTH INFORMATION:

- Booth size is 10' by 10'; vendors are asked to provide their own tent if possible.
- All exhibitors must provide tables, chairs and display equipment.
- On site electricity is available; use the application to indicate your electric needs, and plan to bring heavy duty extension cords.

TRADITIONAL CRAFT ARTISANS STANDARDS:

- He/she must be on site during the festival. No agents, dealers or representatives may substitute, and all work displayed for sale must be handcrafted by the artisan.
- Work should demonstrate skill and mastery of the medium.

VENDORS: SALES TAX REQUIREMENTS: Any shop, antique dealer, farmer, demonstrating artisan or not-for-profit that plans to sell products at the Heritage Festival must submit a copy of their NYS Tax Certificate with their Festival application and include their NYS sales tax number on the application form. Sales tax numbers must

also be displayed in the vendor booth, and vendors must collect applicable NYS Sales Tax. For more information on getting a sales tax certificate, contact the NYS Department of Taxation & Finance at www.tax.ny.gov/ or call 518-457-5431.

PERMITS: Food vendors are required to submit a copy of their NYS Dept. of Health permit to sell food at the event. Displays, demonstrations, or programs that involve animals will require a separate permit by Dept. of Agriculture & Markets: for animal requirements/permit, call Martha Strodel at 518-623-2508.

LIABILITY: Any individual or organization making sales must provide proof of insurance coverage for the event. The proof must come from your insurance company or agent directly to Warren County Historical Society at 195 Sunnyside Road, Queensbury, NY 12804 by Monday, April 30th, 2012. For those who are demonstrating or exhibiting only (no sales), please review, sign and return the enclosed "Hold Harmless" form with your Heritage Festival application.

SECURITY: The 2012 Heritage Fair is held on Warren County property, and the Warren County Historical Society and Warren County cannot guarantee overnight security of display spaces or goods. Any liability of goods left overnight rests with the exhibitor. All vendors and exhibitors are encouraged to set up the morning of the Festival (starting at 7:00 am) and tear down immediately following the close of the fair (4:00 pm) on Saturday evening.

HERITAGE FESTIVAL DEADLINES:

- Heritage Festival application = MONDAY, JANUARY 30, 2012
- Submission of Certificate of Insurance = MONDAY, APRIL 30, 2012
- Submission of any Dept. of Health permit = MONDAY, APRIL 30, 2012

All forms and copies can be sent or dropped off to:

**Warren County Historical Society
195 Sunnyside Road
Queensbury, NY 12804-7762**

For more information, call the Society at 518-747-0734 or
Martha Strodel at 518-623-2508