



The Greater Ogdensburg Chamber of Commerce
1 Bridge Plaza, Suite 104
Ogdensburg, New York 13669
Phone: (315)-393-3620 Fax: (315) 393-1380

Ogtoberfest
Saturday, September 30, 2017
3 pm to 8 pm

VENDOR'S INFORMATION

- 1) The undersigned hereby agrees to abide by this agreement for the Greater Ogdensburg Chamber of Commerce's Ogtoberfest to be conducted on **Saturday, September 30, 2017 from 3 pm to 8 pm**. The show will be located at the Lockwood Civic Center in Ogdensburg, NY.
- 2) Only dealers and workers listed on this contract will be allowed on the premises to load in. Load in time is Saturday, September 30, 2017 from 10 am until 2pm. Booth will remain open the day of show until **8:00 pm –unless other arrangements have been made**.
- 3) The undersigned agrees to release the City of Ogdensburg and the Greater Ogdensburg Chamber of Commerce, its employees and volunteers, free from any and all liability for any damage, theft, breakage, loss or injury to person or property of the exhibitor, his representative and employees before, during, and after the show.
- 4) Booth space rental is **\$35** for members or **\$40** for non-members. We will provide (2) tables and (2) chairs, etc.
- 5) **New York State requires that your NYS Sales Tax number be on display.**
- 6) **All food vendors must have a NYS Health Dept. and/or AG & MKT Certificate.** Copy of same must be attached to this contract. NYS Health Dept. 315-386-1040 or AG. & MKT. 315-487-0852
- 7) **Please provide a copy of the driver's licenses for anyone working your booth. This is a requirement of the Chief of Police and your vendor application is not complete without it.**
- 8) Please make checks payable to: The Greater Ogdensburg Chamber of Commerce, 1 Bridge Plaza, Suite 104, Ogdensburg, NY 13669. If you have any further questions call Laura Pearson at (315) 393-3620. Please RSVP by signing and returning the attached form and your booth fee by **September 15, 2017** to reserve your spot.