

Moxxi Women's Foundation Trade Fair

10am-5pm, Saturday, June 17, 2023

Saratoga County Fairgrounds, 162 Prospect St, Ballston Spa, NY 12020

VENDOR CONTRACT AND REGISTRATION APPLICATION

The Moxxi Women's Foundation is hosting it's First ANNUAL

Moxxi Women's Foundation Trade Fair at the Saratoga County Fairgrounds on
Saturday June 17th from 10am-5pm and we need VENDORS!!!!

Our Vision for this event is to shine a light on all the talented women and their
businesses while offering vendor spaces at low cost for the highest profitability and
engaging the community in a family friendly environment!!

We will only be asking for \$1 donation at the gates so that attendees still have \$\$ in
their pockets to spend at the tables!!

We have a large marketing budget to ensure attendance and are projected to have
approx 2000 in attendance!!

TERMS and CONDITIONS:

1. Communication is important between the Event Coordinator/Organizer and the approved vendor. Failure to do so will result in forfeit of your space.
2. This is a Vetted event. ALL products/services that are sold/displayed/offered at the Moxxi Women's Foundation are REQUIRED to be approved in advance by the Event Coordinator and must be included on this application. Additional products/services not included on this application must be submitted in writing to moxxiwomensfoundation@gmail.com and must be approved by the event coordinator.
3. Deadline for applications is May 19, 2023. A \$25 non-refundable fee will be added to any applications accepted after this date.
4. Booths are available on a first to pay basis.
5. Contract and Registration Application must be signed, dated, legible, filled out in its entirety, and received by the Event Coordinator along with booth fee paid in full in order to participate in the Moxxi Women's Foundation Trade Fair. Failure to do so will result in forfeit of your space.
9. NO REFUNDS. NO EXCEPTIONS.

10. This event is for vendors whose business is at least 51% women owned. No Direct Marketing. Exceptions will only be made for Independent Contractors for services only. The Moxxi Woman's Foundation reserves the right to approve or reject any vendor.
11. You do not have the right to sublet the privilege of this contract, application, and or booth/space. No vendor shall assign and or sublet the whole or part of the space allotted to the vendor therein, any programs, and or services other than those specified in this contract/application.
12. Vendor agrees to all State and Local ordinances.
13. Alcohol beverages may only be served or distributed with vendor pre-approval. All permits and licenses required must be provided at least one month prior to the event.
14. Food applicants must present a NYS Health Department Permit and a NYS Sales Tax Certificate at least 1 month prior to the date of the event.
15. Vendor is responsible for any damage to the fairground property, and buildings. No items shall be attached (taped, tacked, nailed, etc.) to any fairground structures. No holes will be dug in the property of the Fairgrounds.
16. At no time does Moxxi Women's Foundation and/or the Fairground/staff take care, custody and/or control of vendor's equipment, products, or display items. The Fairground does not provide storage space for crates, palletes, boxes, etc.
17. Vendors will not exceed the limits of their respective booth space. Vendors will not infringe on neighboring vendors' booth spaces, including signage, products, chairs, tables, tie downs, etc.
18. Assignment of booth space is at the discretion of the Event Coordinator, and will be distributed via email 1-2 weeks prior to the event date.
19. Only approved electricians may connect to electrical outlets without prior approval.
20. The Moxxi Women's Foundation, the Event Coordinator/Organizer, and or representatives and/or volunteers of Moxxi Women's Foundation and/or, The Saratoga Fairground representatives, volunteers and/or employees shall and will not be or shall and will not be held responsible and or shall and will not be held liable for any liabilities, accidents, breakage, theft, fire, and or damage to property, nor bodily injury, and or accidents(s), and or hospitalization, ambulance services, and or death to person(s) and or Vendor(s) and or their representative(s) and or representative(s) who may be family and or friend(s), before, during, and or after the event.

21. Moxxi Women's Foundation and Saratoga County Agricultural Society shall not be held liable for loss, damage or theft of any personal property including motor vehicles.
22. All vendors are required to be ready for customers by 9:45 am on 6/17/2023.
23. All vendors are required to remain set up until 5:00 pm on 6/17/2023. No early departures or breakdowns are permitted. Vendors who choose to break down their displays and/or leave prior to the allotted time will not be permitted to vend at future Moxxi Women's Foundation Events.
24. Vendors who collect sales must use required tax on all taxable goods and display Certificate of Authority required per NYS laws.
25. All vendors will abide by all (if any) Covid-19 guidelines/mandates are set forth by New York State/Saratoga County including face coverings (subject to change).
26. Use of illegal drugs, distribution or use of obscene or pornographic material, and gambling are strictly prohibited as are any other forms of illegal activity. The Society has the right to inspect all operational and habitation trailers on the grounds of the Society.
27. Use of motor vehicles on grounds is to be limited to those vehicles used to conduct the event. The 15mph speed limit on the grounds must be observed.
28. No dogs are allowed on the fairgrounds at any time with the exception of certified service dogs, sanctioned dog shows, or Saratoga County Animal Shelter contracted events. Dogs that are allowed must be leashed and have proof of current rabies vaccination.
29. Smoking/vaping is prohibited in all buildings, tents, and pavilions on the fairgrounds.
30. Any driving of stakes (more than 12 inches long) into the ground must be cleared with fairground staff prior to doing same. A \$500 fine will be assessed if stakes are driven on property without consent. This fine will be the responsibility of the vendor.
31. Trash will be placed in the proper receptacles and will comply with the recycling laws of Saratoga County.
32. Any applicant with employees shall provide the Moxxi Women's Foundation a certificate showing proof of Workers Compensation coverage applicable to New York State Operations.
33. Set up is available from 2pm-7pm Friday June 16th or 8am-9am Saturday June 17
34. Breakdown is available Saturday July 17th from 5pm-8pm or Sunday July 18th from 8am-noon.

35. All vendors are required to bring their own tables, Chairs, Coverings, extension cords, table coverings and tents

36. All vendors must submit proof of liability insurance that lists the Saratoga county agricultural society and the Moxxi Women's Foundation as additionally insured. Any vendor who has not submitted proof of insurance within 14 days prior to the event will forfeit their space.

I the undersigned, confirm that I have read and agree to the terms and conditions listed above and on

I am an official representative of the listed company

Signature: _____ Date: _____

Print Name: _____

I certify that company I represent is at least 51% Women owned

Signature: _____

Name: _____

Business Name: _____

Mailing address: _____

City _____ Zip Code _____

Phone# _____

Email: _____

Website: _____

Facebook: _____ Instagram: _____

***Can Moxxi Women's Foundation use photos/bios from your business social media pages/website for event promotions? *** Y ___ N ___

Complete description and short bio of products/services/Readings fee

**TAX ID: _____

(required for tangible products)

FOOD VENDORS:

- Copy of insurance required naming Moxxi Women's Foundation and Saratoga Agricultural Society as additional insured

- Copy of permits as required per NYS & NYS Sales Tax Certificate

_____ 10x20 indoor space \$200 _____ 10x20 outdoor space \$150

_____ 10x10 indoor space \$150 _____ 10x10 outdoor space \$100

_____ Electric \$15

NON-FOOD VENDORS :

_____ Information table \$50

_____ Non-profit \$50 (Proof of Non-profit/501c required)

Includes: Space for 1 table and small sign does not include additional tables or structures

_____ 10x10 Outdoor Space \$100 _____ 10x20 outdoor space \$150

_____ 10x10 Indoor Space \$125 _____ 10x20 indoor space \$175

_____ Electric \$15

COMMERCIAL KITCHEN ***ONE AVAILABLE _____ \$300

PAYMENT & APPLICATION:

Applications are accepted via email to moxxiwomensfoundation@gmail.com or via mail

Please make check or money orders payable to: Moxxi Women's Foundation

PayPal/Venmo is accepted via goods and services. <https://www.paypal.com/paypalme/my/profile>

@moxxiwomensfoundation venmo

Credit Card will be Invoiced via email through square (please add \$10 convenience fee)

Invoices are sent after application approval.

Mail to: 105 NY-32, Stillwater, NY 12170

WORKSHOPS **Please inquire about availability and to be added to the waiting list

- Acceptance is based on time-slot availability and topic for workshops

- Workshops: \$25 registered Vendors. \$50 non-registered Vendor

Please email moxxiwomensfoundation@gmail.com with your topic and detailed proposal

SPONSORSHIP OPPORTUNITIES:

The Moxxi Women's Foundation Trade Fair is an opportunity for women owned businesses to showcase their goods and services at an event that is focused on highlighting their unique talents and hard work. This event is being hosted by a 501c3 corporation that is hoping to offer small, women owned businesses an opportunity to truly profit from the event and to afford smaller businesses an opportunity to participate where they otherwise typically are priced out. We have joined forces with a marketing agency that specializes in local events to ensure that it

is well attended and successful for all who are involved. We will be asking for just \$1 donation at the door so that attendees have funds available for shopping. We will also be offering free workshops, seminars and performances to enhance the attendee experience as well as some family friendly entertainment. We hope you will consider partnering with us for this amazing event which Celebrates Ambitious Women.

Join Us Saturday June 17th from 10am-5pm
Moxxi Women's Foundation Trade Fair
Saratoga County Fairgrounds
162 Prospect St, Ballston Spa, NY 12020

Platinum Sponsor \$10,000 (one available)

- *Logo on all 100 yard signs/front and back
- *Weekly spotlight on social media
- *1 hour workshop/seminar slot in 4H building
- *10x20 indoor trade show booth space
- * logo/link on website for one year
- * logo on map
- *Logo on Tote bags(1000 handed out to first 1000 visitors)
- *Banner Placement on entrance
- *Marketing materials at entrance

Gold Sponsor \$5000 (two available)

- *10x20 indoor trade show booth space
- *Logo/link on website for one year
- * logo on map
- * 1 hour workshop/seminar slot in 4H building
- *Logo on tote bags (1000 handed out to first 1000 visitors)
- *Banner Placement on entrance
- * Marketing materials at entrance
- *Bi-weekly shoutout on social media

Silver Sponsor \$1500

- *10x10 indoor trade show booth space
- * Logo/link on website for one year
- * Logo on map
- * 1 hour workshop/seminar slot in 4H building
- *Banner Placement on entrance
- * Marketing materials at entrance
- *Biweekly shoutout on social media

Bronze Sponsor \$500

10x10 outdoor trade show booth space

*Banner Placement on entrance

* Marketing materials at entrance

*5 shoutout on social media

*Logo/link on website for one year

* logo on map*

Friends Sponsor \$250

10x10 outdoor trade show booth space

Marketing materials at entrance

*3 shoutout on social media

*Logo/link on website for one year

* logo on map*