



# The 2024 Malta Cultural Arts Festival Vendor Application

## Celebrating artists of various cultures and art forms

The Malta Department of Parks, Recreation and Human Services invites you to participate in the 5th Annual Malta Cultural Arts Festival to be held on Saturday, October 5, 2024 from 11:00am-3:00pm inside and outside of the grounds of the David R. Meager Malta Community Center at 1 Bayberry Drive in Malta NY. *Please read application and rules carefully, complete forms and sign the Hold Harmless Agreement.* Deadline for application submission is Thursday, September 26, 2024.

Please completely fill out the information below (as a personal check attached will not suffice). A full return address is required below.

Business Name \_\_\_\_\_ Website \_\_\_\_\_

Owner/ Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail \_\_\_\_\_ D.O.B. \_\_\_\_/\_\_\_\_/\_\_\_\_

Vendors of original art, handcrafted products and crafts from various cultures are especially sought after for this event. Please provide a detailed description (be specific) of all the items you intend to sell. A photo of your inventory and your display or reference to a website with photos must accompany your application. Even if you have attended this show previously, **this is a must.** *You may be asked to remove those items that you fail to list here but bring to sell on the day of the festival.*

### Description of Products:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Booth spaces measuring *approximately* 10'x 8' or 8'x10' is available for a non-refundable fee of \$50.00. A limited number of booth spaces with access to an electric outlet are available on a first come basis. One 8'x2' table and one chair can be provided per booth, if requested.

Indoor 8'x10' or 10'x 8' Booth Space  
Number of spaces requested: \_\_\_\_ @ \$50 each = \$ \_\_\_\_\_

Outdoor booth space \_\_\_\_  
(Must provide your own small tent, if needed)  
Number of spaces requested: \_\_\_\_ @ \$40 each = \$ \_\_\_\_\_

Request for electricity \_\_\_\_\_ **Total** \$ \_\_\_\_\_

Yes, I have included a certificate of insurance naming the Town of Malta as additional insured (see show rules) \_\_\_\_\_

No, I have not included a certificate of insurance\* because I am a home business \_\_\_\_\_

*\*Vendors selling a food product must provide an insurance certificate. \**

### OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_ FEE SUBMITTED \_\_\_\_\_ CHECK# \_\_\_\_\_ DATE ACCEPTED \_\_\_\_\_



## Hold Harmless Agreement

By signing below and to the extent permitted by law, I agree to indemnify and hold harmless the Town of Malta, its officers, employees, agents and volunteers from any and all liabilities for injuries to person(s) (including wrongful death) or property damage which may arise as a result of acts or omissions caused by me, my officers, employees, agents and volunteers while engaged in participating in the 2024 Malta Cultural Arts Festival including, but not limited to, any damages the Town is required to pay over to any person or entity and the costs of reasonable attorney's fees (including court costs and other costs of litigation) incurred in defending against any claim, suit or action. The parties to this agreement agree that its provisions shall be interpreted broadly in favor of protecting the Town from any cost, expense or liability.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

I have read and agree to the attached festival rules for the Malta Cultural Arts Festival 2024.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_



Please detach festival rules from application and keep for your records.

- Event date is **Saturday, October 5, 2024** Time: **11:00am - 3:00pm.**
  - Set up is from 9:00am - 10:30am. **Requests to set-up the night before will not be accepted.** Break down can start at 3:00pm. Those who set up late or break down early may not be asked back next year.
  - To be considered for this juried show you must send 2 photos, one of your work or products and one of your displays, along with your show application. Reference to a website will also suffice.  
*This rule pertains to return vendors also.*
  - A certificate of insurance with a minimum liability amount of \$1,000,000 naming the Town of Malta as additional insured must be returned with this application. This requirement may be waived if vendor is considered a home business. **\*Vendors selling a food product must provide a certificate of insurance with this application.\***
  - In an effort to ensure variety, the Town of Malta staff reserves the right to limit the number of vendors selling similar products. You will be advised and your paperwork and check will be returned to you within 2 weeks of receipt of your request if we are unable to accept your application.
  - All show fees are non-refundable.
  - All sales tax issues are the vendors responsibility.
  - Burning of candles or incense is prohibited in the Community Center. Please respect our no smoking policy in the building as well.
  - Please cover your tables to the floor and store extra stock out of sight.
  - Booth space with access to an electric outlet are limited but can be requested on a first come basis. Vendors must provide their own electrical cords.
  - Booths must be staffed at all times.
  - Vendors must leave their space clean after break down and deposit all trash in available receptacles.
- You are encouraged to submit your request as soon as possible. You will be notified by mail within 2 weeks of receipt of your application, as to your acceptance into this event.**

If space is still available, deadline for application is: September 26, 2024

**Please make checks payable to : Town of Malta**

**Mail check, photos, completed registration form, insurance certificate and signed hold harmless form to:**

**2024 Malta Cultural Arts Festival**

**Attn: Kristan Gottmann**

**Malta Community Center**

**1 Bayberry Drive**

**Malta, NY 12020**