

Dear Malta Community Day Vendor:

The 34th Annual Malta Community Day will be held on Saturday, September 7, 2024 from 10:00 am until 3:00 pm at the Shenantaha Creek Park, Eastline Road, in Malta.

As in the past there will be entertainment, food booths, business booths, activities for children and their families, as well as presentations by local fire companies. The day is well publicized through the local newspapers, the Malta Community Center brochure, Town newsletter, fliers throughout the community and sandwich board signs around the Town of Malta.

Booths are to be set up by 9:30 am and cannot be taken down until 3:00pm when the event closes. Vendor cars will be allowed in the tent area during the set up but must be removed by 9:30 am. There will be no vendor cars allowed in the tent area after this time. Cars can be parked in the back area of the tents. A vendor must plan to stay the entire day if they want to park behind the tents. Otherwise please park in the parking lot.

Malta Community Day is a great opportunity for you to share your business or non-profit information with the community. I hope that you will plan to be a part of the Malta Community Day this year. If you have any questions, please contact the Parks and Recreation office at (518) 899-4411.

Sincerely yours,

***Barbara Mazurak***

Barbara Mazurak  
Malta Community Day Chairperson



Office Use Only	
Date Received	_____
Reservation Fee Received	_____
Cert/Insurance Received	_____

**MALTA COMMUNITY DAY VENDOR APPLICATION**  
**Saturday, September 7, 2024**  
**10:00 am - 3:00 pm**  
**Shenantaha Creek Park**  
**Eastline Road Malta, New York**  
**(518)-899-4411**

Business/Vendor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Display: \_\_\_\_\_

Welcome to the Town of Malta Community Day. This yearly event brings our community together to have fun and meet neighbors. To make this event safe for everyone, the following procedures must be followed.

- 1. You must provide your own tables and chairs.**
- Booths are to be set up by 9:30am. Booths cannot be taken down before 3:00 pm when the event closes.
- We do not guarantee exclusivity. Other vendors may provide the same products or services as you do.
- Vendors are not allowed to charge for services; our goal is to provide local businesses and not for profits a great opportunity to market to the community.
- The size of the booth is approximately 8' x 8' and is located underneath a large tent. There is no electricity available for vendors.
- Please respect other vendors and keep your materials and information restricted to your booth space and table.
- There are no soliciting, handouts or advertising allowed outside of your booth area.
- You must provide your own tables and chairs.
- This application should be returned with a \$25.00 non-refundable fee. This fee applies for all Businesses and Not for Profits. Anyone selling food the fee is \$50.00. Only Town of Malta committees can have their fee waived.
- Space will be rented on a first come, first serve basis once the application, payment, hold harmless agreement (see below) and a certificate of insurance has been received. Booth space is limited.
- The deadline for submitting applications is Wednesday, September 4, 2024.
- The vendor agrees to indemnify and hold harmless the Town of Malta against any and all claims, damages, losses and expenses.

13. 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. The Town policy is that all vendors are required to call their insurance company and request a certificate of insurance naming the Town additional insured. If someone is not insured or runs into any issues, they should call Kristan Gottmann Director of Parks & Recreation, (518) 899-4411 X 303 to see if it can be waived. The goal is to protect the Town from loss or exposure to loss resulting from any possible negligence on the part of a vendor. This transfers any associated risks from the Town to the insurer.

14. If you have a large display or banner please note here the size of your display. \_\_\_\_\_

**TOWN OF MALTA HOLD HARMLESS AGREEMENT**

By signing below, the vendor \_\_\_\_\_  
(Name of Business or Not for Profit)

Agrees to indemnify and hold harmless the Town of Malta, its officers, employees, agents and volunteers from any and all liabilities for injuries to person (including wrongful death) or property which may arise as a result of the acts or omissions of the Contractor, its officers, employees, agents or volunteers while engaged in the fulfilling of the terms of this contract or otherwise managing, running, conducting, presenting or participating in a Town of Malta event, including, but not limited to, any damages the Town is required to pay over to any person or entity and costs of reasonable attorneys' fees incurred in defending against any claim, suit or action.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Check	Type of Booth
Business Booth	(\$25) _____
Non-Profit Booth	(\$25) _____
Business or Non-Profit selling Food	(\$50) _____

Enclosed is a check in the amount of \$ \_\_\_\_\_  
 The signed contract  
 A Certificate of Insurance naming the Town of Malta additional insured

Return contract, remittance and Certificate of Insurance to:  
Department of Parks & Recreation  
Town of Malta  
One Bayberry Drive  
Malta, New York 12020

RE: Malta Community Day

**The Town of Malta Parks & Recreation Department supports the 1992 Americans with Disabilities Act. Please briefly describe any special accommodations you may need to participate and someone will contact you.**

\_\_\_\_\_  
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Make checks payable to *Town of Malta*. There is a \$20 service charge for all returned checks.