



Malta Community Center Harvest Craft Fair

Back by popular demand! The Malta Department of Parks, Recreation and Human Services invite you to participate in the **Malta Community Center Harvest Craft Fair** to be held on **Saturday, November 8, 2025** from **9:00am-3:00pm** inside 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 applications is Saturday, October 17, 2025.**

Please complete the form below in full. Check, cash or card are all accepted as forms of payment.

Business Name _____ Website _____

Owner/ Contact Name _____

Address _____

Home _____ Cell: _____

E-Mail _____ D.O.B. ____/____/____

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. We will **not** process your payment until we see your products and accept you as a vendor. We reserve the right to reject any vendor.

You may be asked to remove any items that you fail to list here but bring to sell on the day of the fair.

Booth space measures *approximately* 10'x 8' or 8'x10'. Booths are available for a **non-refundable** fee of \$25.00, required with your application.

A limited amount of booth space with access to an electric outlet are available on a first come basis, electric spots will be an additional \$10. Due to the limited spaces, you may only have **one** spot with electric access.

8'x10' or 10'x 8' Booth Space: \$25

Number of spaces requested: _____

Do you need electricity? Y / N Additional \$10

Total \$ _____

Card Holder: _____ Card Number: _____ - _____ - _____ - _____

Expiration Date: _____ CCV: _____

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 or skincare product must provide a insurance certificate.*

Please make checks payable to: Town of Malta

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

Harvest Craft Fair

Attn. Andrea Sanders

Malta Community Center

1 Bayberry Drive

Malta, NY 12020

Or Email: asanders@malta-town.org

_____**OFFICE USE ONLY**_____

DATE RECEIVED _____ FEE _____
SUBMITTED _____ CHECK# _____ DATE ACCEPTED _____

TOWN OF MALTA HOLD HARMLESS AGREEMENT

By signing below the Vendor; _____

(Name / Business)

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 detach from application and keep for your records.

Event date is **Saturday, November 8, 2025 Time: 9:00am - 3:00pm.**

1. Set up is from 7:00am - 9:00am. Break down can start at 3:00pm. Those who set up late or break down early may not be asked back next year.
2. 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.**
3. 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 or skincare product must provide a certificate of insurance with this application.***

4. In an effort to ensure variety, the Town of Malta staff reserves the right to limit the number of vendors selling similar products. Your payment will not be processed until your booth is accepted. Should your booth be rejected, you will receive a letter with an explanation as to why we rejected your booth and your payment returned to you in full. Please allow **2 weeks** for your paperwork to be processed. You will receive an email with our decision after receiving your application.
5. Once accepted and processed, all show fees are **non-refundable**.
6. All sales tax issues are the vendors responsibility.
7. Burning of candles or incense is prohibited in the Community Center. Please respect our no smoking policy in the building as well. Violation of this may result in you being asked to leave.
8. Alcohol is **NOT PERMITTED** on our premises. Violation of this may result in you being asked to leave.
9. Town of Malta is not responsible for any broken, missing, or stolen products during set up, the show, or breakdown.
10. Booth space with access to an electric outlet are limited but can be requested for an additional cost on a first come basis. Vendors must provide their own electric cords.
11. Booths must be staffed at all times. Any unattended booths are not the responsibility of any Town of Malta Employee
12. Vendors must leave their space clean after break down and deposit all trash in available receptacles. If a mess is left, you may not be asked to return next year.

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: **October 17, 2025**

Andrea Sanders
Malta Dept. of Parks, Recreation and Human Services
518-899-4411
asanders@malta-town.org