



2023 INFORMATION SHEET 13th ANNUAL ZONTA FALL CRAFT SHOW ADIRONDACK BALLOON FESTIVAL

FLOYD BENNETT MEMORIAL/WARREN COUNTY AIRPORT
443 QUEENSBURY AVE, QUEENSBURY, NY 12804

FRIDAY SEPTEMBER 22, 2023, SET UP BEGINS AFTER 11:00AM

FRIDAY SEPTEMBER 22, 3:30PM – 8PM

SATURDAY SEPTEMBER 23, 4:30AM – 9PM

SUNDAY SEPTEMBER 24, 4:30AM – 7:30AM

SUNDAY SEPTEMBER 24, OFF SITE BY 10AM

RAIN OR SHINE

RETAIN THIS SHEET FOR FUTURE REFERENCE

RESERVATION FORM: Fill out all information along with date and signature. See PAYMENT AND MAILING INFORMATION on Page 2 to complete.

SPONSOR: ZONTA CLUB OF GLENS FALLS. ZONTA is an international classified service organization of executives in business and the professions “Committed to Our Community.” Money raised is used to fund local scholarships and service projects, with emphasis on breast cancer prevention and education. Over 150,000 people expected for the weekend event.

EXHIBITORS: Reservations are for 3 days only and based on date received. Cancellations received before August 15th are subject to a \$25 handling fee. Refunds for any cancellations received after August 15th will be given provided the space can be filled.

SPACES: 10’x10’ space for 3 days: 1 space \$300 2 spaces \$450 3 spaces \$600

DIRECTIONS TO AIRPORT: Via Dix Ave & Queensbury Ave – other routes could be backed up with traffic. Northway I-87 Exit 19, take Rte 254 EAST to DIX AVENUE (Rte 32) about 2.5 MILES, take a LEFT at the FOLLOW AIRPORT SIGNS & Green Hot Air Balloon signs to QUEENSBURY AVE Traffic Light. Take a LEFT, go about 2 miles, airport on LEFT side. Look for **VENDOR entrance**.

NOTE: GPS WILL BRING YOU IN A WRONG ROAD.

PARKING: Permit parking AND field permits are required. They will be sent out to you approximately 7 days prior to the event.

HOURS: See above for set up and event schedule. Vendors need to BE READY FOR PUBLIC around 3:30PM on Friday afternoon. PLEASE UNLOAD THEN MOVE YOUR VEHICLE for other exhibitors to set up in a timely manner.

HOUSEKEEPING: NO ALCOHOL. Put trash in the trash barrels provided in the craft show area. Your area needs to remain clean and in good order.

NOTE: YOU MUST LEAVE YOUR CLEARED AREA BY 10AM ON SUNDAY.

GENERATOR IS ALLOWED: There is no electricity available. Construction Lights will be provided for early AM and PM darkness in some of the areas. We suggest that you bring your own lights for your booth for early AM and evening.

SECURITY: The gates onto the airport are locked 10PM Friday and 11PM Saturday. Gates are open at 4:30AM Saturday and Sunday AM. Security manpower for the airport is around.

PER AIRPORT MANAGEMENT:

- No one is allowed to stay the night on airport property.
- All vendors off site by 9:30PM Friday & Saturday evening. (Time could vary.)

INSURANCE REQUIREMENT: A CERTIFICATE OF INSURANCE with liability limits of one million dollars (\$1,000,000) per occurrence OR HOMEOWNER POLICY must be provided for this event. **Information to be put on the Certificate of Insurance should read:**

- Additional named Insured for Sept 22, 23 & 24, 2023, Zonta Club of Glens Falls volunteers, County of Warren, board, officers, employees, AND Adirondack Balloon Festival, Inc., shareholders, employees, agents, officers, directors, volunteers, consultants.
- Zonta Club of Glens Falls, PO Box 251, Glens Falls, NY 12801

If using HOMEOWNER POLICY, provide a copy of your policy showing coverage for the time of the event. A signature on this information form releasing and indemnifying Zonta Club of Glens Falls, Warren County and Adirondack Balloon Festival from any liability will be necessary.

Send in with your reservation. Insurance company can fax to 518-743-1844 Chris Legg's home phone or email to gfzemail@gmail.com

SALES TAX: NYS sales tax number is required on your reservation form, a copy should be sent in with your reservation. YOU MUST DISPLAY your Certificate of Authority in your booth for this event. YOU ARE RESPONSIBLE for proper reporting Sales Tax Information required by NYS Law.

PAYMENT AND MAILING INFORMATION:

Send check with reservation form, copy of NYS Certificate of Authority, Insurance Form, and self-addressed, stamped envelope.

MAKE CHECKS PAYABLE TO: "ZONTA CLUB OF GLENS FALLS"

SEND IT TO: Christine Legg
250 Dixon Road
Apt A
Queensbury, NY 12804

A confirmation will be sent back when reservation is received.

QUESTIONS:

CALL - Chris Legg 518-743-1844

EMAIL - gfzemail@gmail.com

Visit Zonta Club's website at:

www.zontaclubofglensfalls.org/

Visit Adirondack Balloon Festival website:

www.adirondackballoonfest.org

To see if camping is available, visit the camping website:

www.northeasthotairrvers.org