



# 2026 INFORMATION SHEET

## 16<sup>th</sup> ANNUAL ZONTA FALL CRAFT SHOW

### ADIRONDACK BALLOON FESTIVAL

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

FRIDAY SEPTEMBER 18, 2026, SET UP BEGINS AFTER 11:00AM  
FRIDAY SEPTEMBER 18, 2:30PM – 8PM  
SATURDAY SEPTEMBER 19, 4:30AM – 9PM  
SUNDAY SEPTEMBER 20, 4:30AM – 7:30AM  
SUNDAY SEPTEMBER 20, 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. INSURANCE requirements on page 3.

**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:** Vendor reservations will be approved at the discretion of the Zonta Fall Craft Show Committee. Reservations are for 3 days only. Cancellations are subject to a \$25 handling fee. Refunds for any cancellations received after Sept 1<sup>st</sup> 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 for 2.5 miles to **DIX AVENUE (Rte 32)**, take a **LEFT** onto **Dix Ave**. In .4 miles turn **LEFT** onto **Queensbury Ave**. In 1.8 miles the airport will be on the **LEFT**. Look for **VENDOR** entrance.  
**NOTE:** If using GPS, use the following address that is across the street from the airport:  
454 Queensbury Ave, Queensbury, NY

**PARKING:** Parking 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 2:30PM on Friday afternoon. PLEASE UNLOAD THEN MOVE YOUR VEHICLE to the designated parking area.

**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 AREA BY 10AM ON SUNDAY with all trash & litter removed.**

**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 MORNING AND EVENING HOURS.**

**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:** Provide a copy of **CERTIFICATE OF INSURANCE** for each of the following (use this exact wording).

- **Zonta Club of Glens Falls** volunteers - PO Box 251, Glens Falls NY 12801
- **Adirondack Balloon Festival, Inc** shareholders, employees, agents, officers, directors, volunteers, consultants, - PO Box 883, Glens Falls, NY 12801
- **Warren County** its board, officers, and employees are named as additionally insured on a primary, non-contributory basis with regards to General Liability - 1340 US 9, Lake George, NY 12845

**Information to be put on each of the 3 separate Certificate of Liability Insurance should read:**

- Event dates Sept 18, 19 & 20, 2026 needs to be under Section A
- Section A Limits -
  - Each Occurrence - one million dollars (\$1,000,000)
  - Personal & ADV Injury – INCLUDED
  - General Aggregate – two million dollars (\$2,000,000)
  - Products - INCLUDED

- **ZONTA CLUB IS TO RECEIVE ALL 3 CERTIFICATE OF LIABILITY INSURANCE PAPERS. DO NOT SEND TO THE INDIVIDUAL ORGANIZATIONS. ZONTA CLUB IS THE ORGANIZER OF THIS EVENT.**
- **Insurance company can email to gfzemail@gmail.com**

**SALES TAX:** NYS sales tax number is required on your reservation form. 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, INSURANCE PAPERS,** and **#10 SELF-ADDRESSED, STAMPED ENVELOPE.** We will mail your parking passes in those envelopes about 1 week before the event.

**MAKE CHECKS PAYABLE TO:**  
**“ZONTA CLUB OF GLENS FALLS”**

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

Note:

- Reservations accepted at the discretion of the Zonta Fall Craft Show Committee
- No new reservations accepted 1 week prior to the event

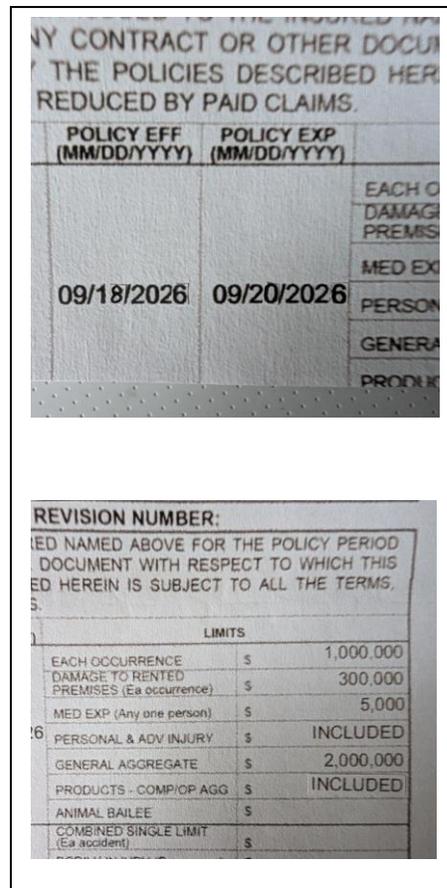
A confirmation will be emailed to your current email address when we receive your completed package.

**QUESTIONS:**

**CALL - Chris Legg 518-743-1844**  
**EMAIL - gfzemail@gmail.com**

Visit Zonta Club’s website at:  
[www.zontaclubofglensfalls.org/](http://www.zontaclubofglensfalls.org/)

Visit Adirondack Balloon Festival website:  
[www.adirondackballoonfest.org](http://www.adirondackballoonfest.org)



# Insurance Form Requirements For 2026

## INSURANCE REQUIREMENTS:

**Certificate of Liability Insurance** naming the 3 organizations holding this event is required. Each organization **NEEDS THEIR OWN** Certificate of Liability Insurance listing liability limits of one million dollars (\$1,000,000) per occurrence, the dates of the event and other requirements (details listed below). Home Owners insurance is no longer accepted.

**INSURANCE REQUIREMENTS:** Provide a copy of **CERTIFICATE OF LIABILITY INSURANCE** for each of the following (use this exact wording).

- **Zonta Club of Glens Falls** volunteers  
PO Box 251, Glens Falls NY 12801
- **Adirondack Balloon Festival, Inc** shareholders, employees, agents, officers, directors, volunteers, consultants  
PO Box 883, Glens Falls, NY 12801
- **Warren County** its board, officers, and employees are named as additionally insured on a primary, non-contributory basis with regards to General Liability  
1340 US 9, Lake George, NY 12845

**Information to be put on each of the 3 separate Certificate of Liability Insurance should read:**

- **Event dates Sept 18, 19 & 20, 2026 needs to be under Section A**
- **Section A Limits -**
  - **Each Occurrence - one million dollars (\$1,000,000)**
  - **Personal & ADV Injury – INCLUDED**
  - **General Aggregate – two million dollars (\$2,000,000)**
  - **Products - INCLUDED**

**ZONTA CLUB OF GLENS FALLS IS TO RECEIVE ALL 3 CERTIFICATE OF LIABILITY INSURANCE PAPERS. DO NOT SEND TO THE INDIVIDUAL ORGANIZATIONS. ZONTA CLUB IS THE ORGANIZER OF THIS EVENT.**

**Insurance company can email to [gfzemail@gmail.com](mailto:gfzemail@gmail.com)**

POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	
09/18/2026	09/20/2026	EACH OCCURRANCE
		DAMAGE TO RENTED PREMISES
		MED EXP
		PERSONAL & ADV INJURY
		GENERAL AGGREGATE
		PRODUCTS

LIMITS	
EACH OCCURRENCE	\$ 1,000,000
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
MED EXP (Any one person)	\$ 5,000
PERSONAL & ADV INJURY	\$ INCLUDED
GENERAL AGGREGATE	\$ 2,000,000
PRODUCTS - COMP/OP AGG	\$ INCLUDED
ANIMAL BAILEE	\$
COMBINED SINGLE LIMIT (Ea accident)	\$

## Reservation package:

- **Check** – made out to **“ZONTA CLUB OF GLENS FALLS”**
- **Registration form** – complete information & signed
- **NYS Sales Tax Certificate of Authority Number on registration form.** The NYS Sales Tax Certificate of Authority will need to be displayed in your booth for this event.
- **Insurance Forms for each of the 3 listed organizations** – above is what is required on the CERTIFICATE OF LIABILITY INSURANCE for each organization.  
**You can email any updated changes, such as period of coverage, later as we get closer to our event. We will be verifying that the insurance papers are correct and inform you if changes are needed.**
- **#10 SELF-ADDRESSED, STAMPED ENVELOPE**

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

**DO NOT SEND TO:**  
PO Box 251  
Glens Falls