



2025 INFORMATION SHEET 15th ANNUAL ZONTA FALL CRAFT SHOW ADIRONDACK BALLOON FESTIVAL

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

FRIDAY SEPTEMBER 19, 2025, SET UP BEGINS AFTER 11:00AM

FRIDAY SEPTEMBER 19, 3:30PM – 8PM

SATURDAY SEPTEMBER 20, 4:30AM – 9PM

SUNDAY SEPTEMBER 21, 4:30AM – 7:30AM

SUNDAY SEPTEMBER 21, 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: 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** 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: 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 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 Insurance should read:

- **Liability limits of one million dollars (\$1,000,000) per occurrence.**
- **Additional Insured for Sept 19, 20 & 21, 2025**
- **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 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** (NYS sales tax #), **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

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/

Visit Adirondack Balloon Festival website:

www.adirondackballoonfest.org

Note:

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

Insurance Form Requirements For 2025

INSURANCE REQUIREMENTS:

Certificate of Liability Insurance naming all 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 and the dates of the event (details listed below).

Last year there had been changes to the insurance requirements needed to be accepted at this event. Home Owners insurance is no longer accepted.

The 3 organizations requiring separate Certificate of Liability Insurance are (details listed below):

- Zonta Club of Glens Falls
- Adirondack Balloon Festival
- Warren County

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Registration package:

- **Check** – made out to “ZONTA CLUB OF GLENS FALLS”
- **Registration form** – complete information & signed
- **NYS Sales Tax Certificate of Authority with Number** – Send a copy the Certificate of Authority and have the number put on registration form. The Certificate of Authority will need to be displayed in your booth for this event.
- **Insurance Forms for each of the 3 listed organizations** – below is what is required on the CERTIFICATE OF INSURANCE for each organization.
You can email any updated changes with period of coverage later as we get closer to our event. We will need to verify that the insurance papers are correct earlier this year than in the past.
- **#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
