

Dear First Name Last Name,

Welcome to the Saratoga Balloon & BBQ Festival! Please read through this email and get all the information needed back to us. We are excited to meet you at the show. You can begin setting up Thursday from 12 noon until 5:00 pm. Setup begins again on Friday at 8:00 am and goes until the show opens at 3:00 pm. You may camp at the fairgrounds, Thursday through Saturday evenings. No camping on Sunday night. If you plan on camping, please fill out the camping application.

Here is your checklist. We must have all these items by May 21, 2019, or late fees will be applied. Please note: There will be a \$100 penalty if we don't have these by the due date!

- Electrical Requirements**
- NYS Department of Health Permit**
- Certificate of Insurance (with correct language)**
- NY State Certificate of Authority(Tax ID Number)**
- Camping certificate and payment (if applicable)**
- Booth size and Trailer Hitch Direction (if applicable)**

Electric:

- Normal 20 amp 110 volt - \$50.00
- 220 hookup - \$100.00
- If you need more power, it must be hooked up by the fairgrounds electrician. You must be present when the electrician hooks up the power. The electrician will be available from 1:00 pm - 5:00 pm on Thursday & Friday. Please email us with your electrical requirements and payment by May 21, 2019.

info@craftproducers.com.

- **Grey Water:**
 - Bins will be provided for grey water. It must be dumped into them. There is a \$100 fine if you violate this.
- **NYS Department of Health Permit:**

- NYS Dept of Health will be on-site during the event. The Fairgrounds office and the Saratoga Balloon & BBQ require a copy of your food vendor permit from the Department of Health. You must email the completed form to info@craftproducers.com by May 21.
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- Department of Health Contact information:
 - Contact: Jacob Scott
 - Phone: 518-793-3893
 - Email: Jacob.Scott@health.ny.gov
 - Address: 77 Mohican Street, Glens Falls, NY 12801.
- **NY State Certificate of Authority(Tax ID Number):**
 - Every vendor must have their own certificate of authority. You will not be able to set up unless you have this certificate. If you already have a valid certificate please send it to us by mail or scan it and email to us: info@craftproducers.com. If you don't have one, please apply here. We require this number by May 21. https://www.tax.ny.gov/pubs_and_bulls/tg_bulletins/st/how_to_register_for_nys_sales_tax.htm. We require this number by May 21.
- **Certificate of Insurance:**
 - The fairgrounds requires \$1,000,000 liability insurance. They must be named as additional insured: The Saratoga Agricultural Society DBA/Saratoga County Fair, 162 Prospect Street, Ballston Spa, NY, 12020. **They must be named as Certificate Holder and Additionally Insured on a Primary and Noncontributory basis.**
 - Deadline for insurance to be submitted to us is May 21, 2019. YOU WILL NOT BE ABLE TO SETUP WITHOUT IT. THERE WILL BE A \$100 LATE FEE IN NOT HERE BY May 21, 2019. You can email info to us at info@craftproducers.com

- **Booth Size:**

- We need to know your booth size including trailer hitch, ramps that may be used, etc. If your trailer is part of your booth, we need to know what side the hitch is on. While facing your booth, tell us if the hitch is on the left or right. Send this to info@craftproducers.com by May 21, 2019.

Cordially,

Tim Cianciola

Charley Dooley

Office number: 802-316-5019

