



Vendor Application

The conference offers vendor space to women who have fun sideline businesses that are of interest to other women. One 6-foot table will be provided, and the space is expected to be set up by 8:00 a.m. on conference day and manned during breaks and lunchtime during the conference. Health permits and sales tax permits are the responsibility of the vendor.

Cost is \$45 which includes registration to the conference, lunch and snacks.

Please indicate what types of products you will be showcasing/selling:

Business Name: _____

Contact: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Telephone: _____

Email: _____

You can pay online at <https://bit.ly/2023WFC> or send check to address below.

Any net proceeds will support education in the community by the CCE-Steuben financial program.
Contributions to CCE-Steuben are tax exempt under the 501 (c) 3 organization laws.

Cornell Cooperative Extension
Steuben County

20 E. Morris St., Bath, NY 607-664-2300
Nancy Reigelsperger nmr23@cornell.edu

DRAFT SMALL EVENT VENDOR AGREEMENT

– VENDOR AGREEMENT

Agreement between Cornell Cooperative Extension of _____ (CCE), located at: and

Vendor Name and Address: _____

(Vendor)Description of Your Activity: _____

1. Vendor shall indemnify and hold harmless CCE, their employees, volunteers, agents, directors and officers from and against any and all actual or alleged claims, suits or demands of any kind and nature that result from injury or illness to any person(s), including death, or damage to property arising out of any act or omission of the Vendor, its employees, volunteers, participants or agents.
2. The Vendor shall provide a Certificate of Insurance to CCE by _____, showing evidence of the following minimum limits of insurance or as required by law, whichever is greater. Said certificate shall name CCE as **additional insured** with not less than 10 days' notice of cancellation. All insurance must be written in a New York State licensed insurance company with a Best's rating of A- or better. Certificate must be signed by an authorized representative of the insurance company and indicate the event it applies to. Certificate to show:
 - a. Comprehensive Business, Homeowners or Farm Owners Liability including Products and Completed Operations and contractual liability, with a minimum combined single limit per occurrence of \$1,000,000.
 - b. Workers Compensation if the Vendor is required by law to have this.
If not required, initial _____
 - c. Auto Liability: If a Business- \$1,000,000/If an Individual \$300,000. If there are no owned autos a Business must have "Non Owned Auto Liability".

By: _____

Date: _____

Vendor Authorized Signature

Print Name

Phone Number

VENDOR CONTRACT-NO INSURANCE

This Agreement is made by and between the Cornell Cooperative Extension of _____ County ("EXTENSION") and:

(Name of Craft or Service Vendor)

Address: _____

Telephone (Day): _____ Email: _____

Complete and Attach IRS W-9 Form

This form is only to be used for individual Non-Commercial Vendors such as crafts, art, etc. and **is not to be used** with any formally organized business or organization OR any FOOD or CONSUMABLES. **If you have a FEDERAL TAX ID Number, you cannot use this form.**

DESCRIPTION OF VENDOR ACTIVITY: *(Table/Booth/? For (insert date))*

(List Crafts, Items, Educational Material or Services)

- I. VENDOR shall indemnify, hold harmless and defend the EXTENSION, its officers, directors, employees, agents and volunteers from and against any and all claims, demands or causes of action brought against any or all of them for any actual or alleged injury to any person or persons, including death, or damage to or destruction of property arising out of any negligence on the part of the VENDOR during participation at the Fair by the VENDOR.
- II. VENDOR herewith releases EXTENSION, its officers, directors, employees, agents, and volunteers from all liability whatsoever from any injury, including death, incurred by the VENDOR during their participation in the event unless such injury or death is the result of the sole negligence of EXTENSION.
- III. VENDOR releases and forever discharges and waives any right of subrogation against, EXTENSION, its directors, officers, employees, agents, and volunteers for any loss of, damage to or destruction of any property of every description owned by the VENDOR or in the care, custody, or control of the VENDOR while such property is at the event regardless of the cause of said loss, damage, or destruction.
- IV. EXTENSION does not provide any insurance coverage for the VENDOR while the VENDOR is participating in this event. The VENDOR is solely responsible for providing all insurance the VENDOR may need for participating in this event.

EXECUTED AT _____, this _____ day of _____, 20__.

CCE OF _____ COUNTY

VENDOR

BY: _____
EXEC. DIRECTOR OR PRESIDENT

BY: _____
AUTHORIZED SIGNATURE

PRINT NAME TITLE