

**2026 4-H Farm & Family Fair
VENDOR CONTRACT Rules & Regulations**

Organization/Vendor/Exhibitor: _____

The Name of Organization/Vendor/Exhibitor (hereafter referred to as “Vendor”) listed above agrees to the following Terms and Conditions:

1. Vendors must read and abide by all rules and regulations outlined in the 2026 4-H Farm & Family Fair Vendor/Exhibitor Rules and Regulations which are incorporated herein.
2. All vendor applications are subject to approval. CCE Orange has the right to approve or reject application. Vendors displaying and/or selling merchandise not approved are subject to removal from the fair with no refund. CCE Orange County has the right to assign vendor locations on the fair property.
3. Payments and Deposits: Deposits must be received 4:30 PM June 22, 2026. Remaining balance must be received by 4:30 PM July 15, 2026, in order to exhibit at the 4-H Farm & Family Fair. All deposits are non-refundable.
4. CCEOC will only refund payment (minus the non-refundable deposit amount) if the vendor provides cancellation notice before July 1, 2026.
5. The Vendor agrees to pay the amount outlined in Pricing Table Below.
6. Insurance: The Vendor is required to possess and display his/her original Certificate of Authority authorizing the collection and filing of New York State Sales Tax (this provision applies only if Exhibitor sells taxable items during the Fair).
7. An acceptable Certificate of Insurance must be received within fifteen (15) business days of the first date of the 4-H Farm & Family Fair. See Page 4 for additional insurance requirements.
8. Workers’ Compensation and Disability Insurance: You must send/fax the REQUIRED proof of Workers’ Compensation and Disability Insurance to Orange County Dept. of Health, 124 Main Street, Goshen, NY 10924. Any questions contact them at (845) 291-2331
9. You MUST send/fax the APPLICATION FOR A PERMIT TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT (copy enclosed) to Orange County Dept. of Health, 124 Main Street, Goshen, NY 10924.
10. **Vendor Information:**
 - a. CCE Orange has the right to and will assign vendor locations on the fair property. Vendors will be notified of their fair location by July 19th.

- b. **Set-up** is Thursday, July 23, 2026 from 9:00 AM to 8:00 PM and Friday, July 24, 2026, from 9:00 AM to 2:00 PM (unless prior arrangements have been made).
- d. All Vendors are required to be set up and ready to operate by 2:00 PM Friday July 24, 2026. Any Vendor who is not set up by 2:30 PM on Friday, July 24, 2026 will forfeit their space and no refund will be given. The space will be filled by another vendor at the discretion of CCEOC.
- e. All additional vehicles **MUST** be moved to the designated vendor parking spot 30 minutes before public opening.
- f. **Tear down** is Sunday, July 26, 2026 from 5:00 PM-8:00 PM and Monday, July 27, 2026 from 8:00-11:00 AM.
- g. Any vendor who has not torn down by the time listed above, or who leaves vehicles, trailers, supplies, and/ or an excessive amount of waste or trash will be subject to a daily fine of \$100.
- h. **The vendors agree to properly CLEAN-UP:** All vendors must make sure their designated space is clear of all trash and/or debris. The Vendor is responsible for leaving the vendor area in the condition in which it was originally received. Spaces needing to be cleaned after the festival will result in prohibition of future festival participation.
- i. Deliveries must be made by 2:00 PM on Friday and 9:00 AM Saturday & Sunday. Delivery address is as follows: CCE Orange Education Center & 4-H Park, 300 Finchville Turnpike, Otisville, NY 10963
- j. **Vendor Duration:** Vendors are required to exhibit for the entire duration of the fair if they submit a 3-day vendor application. Those that depart the fair before 5:00 PM on Sunday, July 26, 2026 will be subject to a \$250 fine. If you have an outstanding fine with the 4-H Farm & Family Fair, you will not be permitted to exhibit at any future events on the CCE Orange Education Center & 4-H Park property until the fine has been settled. Vendors have the option to select a 2-day vendor application (Saturday & Sunday).
- l. **Vendor Parking Passes:** It is the Vendor's responsibility to distribute their issued Vendor Admission & Parking passes. Vendors are granted a maximum number of two (2) parking passes relative to booth location. Lost or misplaced passes will not be reissued or refunded.
- m. Vendors Booths:
 - i. Permissible Items:
 - I. Pop-tent – must have appropriate weights to anchor into ground.
 - II. Chairs & Tables
 - III. Generators: Must be a low-sound (under 60 decibels)

- ii. Vendors are required to set up their own booth space area. Lighting, extension cords, tables, chairs, tents, duct tape, mats to cover wires on ground, etc. are vendors' responsibility.
- iii. Signage: The vendor agrees to providing signage. Signs and menus should be professional in appearance and legible to all during the festival operational hours. Signage with visible and clear pricing is required.
- iv. No vendor may use personal ATV's, golf carts, etc. on fairgrounds at any time.

11. **WEATHER:** The 4-H Farm & Family Fair will be held rain or shine. However, CCEOC reserves the right to delay, close, or cancel fair operations at any time if weather conditions create safety concerns. In the event of severe weather, unsafe conditions, or circumstances beyond our control, CCEOC may terminate vendor participation or require vendors to close their booth. No refunds will be issued due to weather-related delays or cancellations.

12. Force Majeure is defined as an event or circumstance which is beyond the control and without the fault or negligence of the parties affected. Neither party is responsible or liable for any unforeseeable and unavoidable catastrophes that interrupt the expected course of events and prevent participants from fulfilling obligations. Both natural disasters and catastrophes created by humans are included.

13. Any vendor found to be disruptive, aggressive, or blatantly disrespectful to other vendors, fair goers, volunteers, committee members, or to the fair will be permanently ejected from the fair and will result in a revocation of vendor status and forfeiture of participation in future fairs with no refund.

14. NO ANIMALS PERMITTED ON FAIRGROUNDS EXCEPT DOCUMENTED SERVICE DOGS.

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Pricing Table (please complete):

Booth Type & Location	Fair Duration	Space Size	Booth Rates		Selection (please check your desired booth)
			Rate	Deposit	
Craft & Game Vendor - Outdoor	3 days	10'x10'	\$100	\$25	
Craft & Game Vendor – Outdoor	Saturday & Sunday	10'x10'	\$100	\$25	
Food Vendor - Outdoor	3 days	20'x20'	\$250	\$50	
Food Vendor - Outdoor	Saturday & Sunday	20'x20'	\$250	\$50	
Craft & Game Vendor – Commercial Tent	3 days	10'x10'	\$175	\$50	
Craft & Game Vendor – Commercial Tent	Saturday & Sunday	10'x10'	\$175	\$50	
TOTAL :					

Electrical

Will you be providing your own generator? **YES** _____ **NO** _____

Will you need electric? **YES** _____ **NO** _____

We have limited capacity to offer electric. If you request electric and are permitted, please let us know what type of voltage needed. Please note: we do not supply extension cords. **Please circle voltage needed:** 110 120

List items drawing power:

Total load if known: _____

Additional Electric: **\$25/day**

Electric Total:	
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Vendor Insurance Requirements

Insurance Schedule

Identified Insurance means those insurance policies identified in the chart below. Identified Insurance requirements may be modified in a Statement of Work.

Vendor shall (and shall cause each of its subcontractors to) comply with the requirements set forth in this Insurance Schedule. All further references to “Vendor” herein are intended to include Vendor and its subcontractors.

Vendor shall, at its own expense, maintain at all times during the Term the following Identified Insurance, each to be written by insurers with AM Best’s Ratings of A or higher in good standing and qualified to do business in each jurisdiction where the work is performed.

Insurance	Minimum Limits
Workers Compensation and NYS Disability 1	Statutory limits as Required by Law. If No Employees, INITIAL HERE_
Commercial General Liability	\$1,000,000 per occurrence \$1,000,000 personal and advertising injury \$2,000,000 products and completed operations aggregate
Automobile Liability- Owned (If any), Hired, and Non-Owned	\$1,000,000 combined single limit - Businesses \$300,000 for Individuals
Liquor Legal Liability2	\$1,000,000 per claim If No Liquor is being furnished, INITIAL HERE_

¹ Such limits may be provided through a combination of umbrella and primary policies, in form no less broad than a standard ISO CG 00 01. Such insurance shall include products-completed operations coverage with a limit of no less than \$1,000,000 per occurrence.

² If coverage is written on a claims-made basis, any retroactive date shall be no later than the effective date of this Agreement; and continuous coverage shall be maintained or an extended discovery period will be exercised for a period of two years beginning from the time that services under this Agreement are completed. Coverage shall include defense costs and shall apply to liability arising from Vendor’s, acts, errors, and/or omissions.

Other Insurance Provisions

1. The Identified Insurance shall include the following provision on the Commercial General Liability and Umbrella insurance policies to name the following as additional party insureds (*Additional Insureds*), covering all the activities of Vendor with respect to the performance of this Agreement:

“Cornell Cooperative Extension of Orange County, its officers, directors, employees and agents are hereby named as Additional Insured”

1. The Identified Insurance shall also:
 - a. require us to be notified in writing at least thirty (30) days prior to cancellation of or any material change in the policy;
 - b. be primary to insurance maintained by us or our affiliates (and insurance maintained by us and/or our affiliates shall be non-contributory to such insurance);
 - c. endorsed to waive rights of recovery by subrogation in favor of us and our affiliates; and
 - d. in the case of policies or provisions relating to products, completed operations and professional liability, survive termination or expiration of this Agreement.

2. Vendor shall furnish to us upon request certificates of insurance evidencing all Identified Insurance (including without limitation, an Acord form) and, at least thirty (30) days prior to the expiration of a policy, certificates evidencing additional or renewal policies.

3. All Identified Insurance shall be written on an occurrence basis except for Vendor’s Liquor Legal Liability insurance, which may be written on a claims-made basis. Any deductibles or self-insured retentions shall be the sole responsibility of Vendor, and coverage shall apply for the benefit of us and all additional parties insured as if no deductible or self-insured retention applied.

4. To the fullest extent allowed by law, Vendor hereby waives all rights of recovery in favor of the Additional Insureds and the Indemnitees.

5. Vendor shall bear the risk of loss with respect to any owned, leased, rented or borrowed vehicles, equipment, data, tools or other personal property. Vendor shall bear the risk of loss with respect to any of its expenses or loss of income.

6. The insurance required herein shall be written for not less than minimum amounts or greater if required by law, except that if Vendor procures any policy limits greater than the amounts required herein, then the higher limits shall apply as though stated and required herein.

All vendors are required to carry insurance to participate in 4-H Farm & Family Fair. If you do not carry your own insurance, you can contact ACT Insurance (<https://www.actinsurance.com/>) who can provide you coverage at a minimal cost.

Artists/Crafters: <https://app.actinsurance.com/events/12786>

Food Vendors: <https://app.fliprogram.com/events/12787>

By signing below, the Vendor acknowledges that they have read, understood, and agree to comply with the above rules and regulations.

Signature: _____ **Date:** _____

Name (printed): _____