



**WINDHAM**  
MOUNTAIN RESORT

## Windham Mountain Resort Wedding Expo

Booth Reservation: # of Booths \_\_\_\_ @ \$75 = \$ \_\_\_\_

Booth Space 10 x 10 Includes 1 Table and 2 Chairs

Electrical Needs (first come, first serve): \_\_\_\_\_ @ \$25 = \$ \_\_\_\_

**First Come First Serve**

## Vendor\_Exhibitor\_Application\_Contract

Checks made payable to Windham Mountain Resort.

Contract and Deposit must be received by May 1<sup>st</sup> 2018 to reserve space.

Description of items offered: \_\_\_\_\_  
\_\_\_\_\_

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number (daytime): \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail \_\_\_\_\_ Website: \_\_\_\_\_

NYS Sales Tax ID # (required) \_\_\_\_\_ Check/ CC/Money Order

Credit Card # \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CCV# \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Hours Sunday May 20<sup>th</sup> 11am – 3pm**

**Please Read and Sign below**

- A) **Please Note:** All products or items will be sold from contracted space only. No additions to product lists will be permitted. No concessionaire shall have an exclusive on any product. Set up time will be complete one hour prior to start time.
  
- B) **New York State Sales Tax:** Concessionaires must possess a valid NYS Sales Tax ID Number. HE/SHE must provide Management with a photocopy of a current permit issued by the NYS Tax Bureau. Application will not be accepted without this certificate. Concessionaire is solely responsible for payment of sales and any other applicable taxes.
  
- C) **Payment:** All contracts must be submitted on or before deadline date. Payment in full due with application. Partial payment will not be accepted. There will be no refunds if cancellation is 7 days prior to event. Space will be assigned when payment is received in full.
  
- D) **Booth:** Booth space is 10x10 all items must be neatly displayed and within booth boundaries. Tenting for outside space will not be provided by Windham Mountain. Concessionaire shall be responsible for furnishing all decorations, materials, and signs for exhibition of products. All displays will be freestanding. Table displays will be covered and decorative.
  
- E) **Trash Removal:** Cardboard boxes must be flattened and stacked. Garbage must be bagged and tied. Please leave space as you found it. A \$25 cleanup fee will be assessed if it is necessary for Windham Mountain to clean your space.
  
- F) **Electricity:** There is limited electricity available. Please note on a first come, first serve basis when payment is received in full. No hot plates or cooking will be permitted in the exhibit area unless you have a food concession.
  
- G) **Miscellaneous:** Windham Mountain Resort reserves the right to remove any literature or merchandise which is on display, or for sale, which it feels is not keeping with the best interest of the festival and/or patron. This includes literature or articles that are considered by Windham Mountain management to be in poor taste and/or offensive to the general public. Vendors may not break down booth prior to 3pm.

**Signature (Vendor):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please read, sign and return to Windham Mountain**

**Contact: Erika DeWitt      Phone: 518-310-2725      Fax: 518-734-3045**

**Windham Mountain Resort  
P.O. Box 459 Windham, N.Y. 12496**

