

# DUTCH FAIR VENDOR APPLICATION

FIRST REFORMED CHURCH OF SCOTIA

224 N. BALLSTON AVE (ROUTE 50)

SCOTIA, NEW YORK 12302

**SATURDAY SEPTEMBER 20<sup>th</sup>, 2025**

First Reformed Church of Scotia will be hosting its 76<sup>th</sup> Annual Dutch Fair on Saturday, September 20<sup>th</sup>, 2025. The church is located on Route 50, which is the main road that travels through Scotia to Saratoga. Some of the activities for the day include: a rummage sale, crafts and activities for children and families, and food. Admission and parking are free.

**HOURS:** 9:00am - 3:00pm (Set-up begins at 7:00am)

**OUTSIDE**

**SPACE SIZE:** 10' X 10'

**COST:** \$35.00 per space

**ELECTRICITY:** \$10.00 (Limited)

**COUNTY/TAX:** 8% Schenectady

Each vendor is required to be set-up by 8:30am. No early break down permitted. If electricity is needed, the vendor must supply their own extension cords.

Each vendor is required by the state of New York to display their NYS sales tax certificate. Each vendor is responsible for collecting all necessary taxes.

**Insurance coverage is the sole responsibility of the vendor.**

You will be notified by email if you have been accepted as a vendor for this event. If for any reason you are not accepted your check will be returned immediately with a letter of explanation.

**Application deadline: September 5<sup>th</sup>, 2025.** If you have any questions, feel free to call the church office **518-370-4751** or e-mail **office@firstreformedscotia.org**.

----- **RETURN BOTTOM ONLY** -----

By submitting this application, I, \_\_\_\_\_, indemnify and hold harmless First Reformed Church of Scotia and agree that it is not responsible for any injury, damage or loss of property.

NAME \_\_\_\_\_ BUSINESS NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS (required) \_\_\_\_\_

DESCRIPTION OF ITEMS TO BE SOLD \_\_\_\_\_

NYS Sales Tax Certificate # \_\_\_\_\_

**OUTSIDE:** # \_\_\_\_\_ Spaces @ \$35.00 = \$ \_\_\_\_\_

**ELECTRICITY (limited):** + \$10.00 = \$ \_\_\_\_\_

**TOTAL** = \$ \_\_\_\_\_

All applications must be received with total payment. Check or money order must be made payable and mailed to: **FIRST REFORMED CHURCH OF SCOTIA ("FRCS" for short)** 224 N. Ballston Ave, Scotia, New York 12302.

## **General Vendor Information and Rules:**

**1. DEADLINE:** for all applications is **SEPTEMBER 5<sup>th</sup>, 2025**. Late applications may be accepted **ONLY** if space is available.

**2. PAYMENT:** is due in full at the time of application submission.

**3. ACCEPTANCE:**

- Once the application is received and accepted, we will notify you via email.
- If spaces are no longer available, you will be notified and your check will be voided.
- Checks will not be deposited until a week before the fair.
- FRCS reserves the right to decline any application for any reason.

**4. DIRECT SALES: No direct sales companies (MLMs) are allowed.**

**5. SET-UP AND BREAK-DOWN:** Set up begins at 7:00am. ALL vendors must be completely set-up and cars moved out of the event space **NO LATER THAN 8:30am**. Vendors are not allowed to take down or leave the fair before 3:00pm. We would like all our customers to have the same shopping experience whether they show up at the beginning, middle or at the end of the event. Vendors are required to clear their area and dispose of their own trash.

**6. BOOTH INFORMATION:** Vendor space will be assigned. Placement, flow, and competition will be taken into consideration to provide the best experience for all fair attendees. If you have special space needs, please include your request with your application and we will make every effort as possible to accommodate you if possible.

- Vendors are responsible for providing your own **TABLES & POP-UP TENTS**.
- Safety precautions must be taken by vendors for the totality of the event including set-up and break-down.
- Vendors are expected to keep their display area neat and clean.
- Booth space is limited to one business only.
- No vendor shall arrange their sale area as to obscure or interfere with nearby vendors; and must not extend beyond the reserved space.
- Vendor tables/booths must always be manned and open until close at 3:00pm (and no earlier).
- The following items will not be permitted: alcohol, tobacco, drugs and drug paraphernalia, weapons, items exhibiting discriminatory or hateful language, sexual language, sexual innuendo or promoting the consumption of drugs, alcohol or tobacco. No political campaigning. This is a family friendly event.

**7. ELECTRICITY:** Electricity will be available as a first come first serve basis as it is not available in all areas. Electrical service requires an additional fee of \$10.00. Extension cords must be provided by the vendor.

**8. VENDOR RESPONSIBILITY & INDEMNIFICATION:** First Reformed Church of Scotia, is not responsible for injury or loss of merchandise for any reason. Insurance coverage is the sole responsibility of the vendor. Vendor shall be responsible for any and all damage caused to the church's facilities as a result of or in connection with its operation. Each vendor is responsible for the conduct of all employees and representatives. Disrespect to any guests, staff, volunteers or other vendors is grounds for immediate expulsion from the event and any future events.

**9. PUBLICITY:** Extensive advertising will be done by First Reformed Church of Scotia via social media, community calendars, church publications/websites as well as signage in local/regional areas and venues.