

# City of Oneida Fall Festival Vendor Application

Saturday, October 3, 2026

BOOTH #: \_\_\_\_\_  
DATE APPROVED: \_\_\_\_\_  
BY: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Facebook Page: \_\_\_\_\_

License Plate#: \_\_\_\_\_

**\*\*If you do not have a website or Facebook Page, please include photos of products you will be selling.**

## **VENDORS:** (check all that apply to your product)

☐ Antiques/Collectibles      ☐ Flea Market Finds      ☐ Handcrafted      ☐ Direct Sales      ☐ Non-Profit

Description of Products:

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**INSURANCE:**    ☐ Vendor has Insurance (Naming City of Oneida as additional insured). **PLEASE ATTACH.**

**OR**    ☐ Vendor does not have Insurance and has signed the City of Oneida Fall Fest Liability Waiver.

**I have read and understand the Vendor Rules and Regulations of this Oneida City Fall Fest and I agree to follow them.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## **CITY OF ONEIDA FALL FEST**

### **LIABILITY WAIVER**

Each Vendor agrees that the City of Oneida is not responsible for the loss, theft or damage of Vendor's property or merchandise.

Space(s) is/are provided to Vendor for the display and sale of approved merchandise by Vendor.

Vendor assumes full responsibility for any injury to persons or property resulting from the display, sale and/or use of Vendor's merchandise, vehicles, equipment, or other property, or of the assigned ground space occupied by Vendor and/or those accompanying Vendor.

Vendor further agrees to indemnify, defend, and hold harmless, the City of Oneida, its employees, agents, and assigns, from and against all liability, claims for damage, loss, expense, injury, or death including legal fees that may arise for any reason, including, but not limited to, the commencement of a lawsuit resulting from participation in the City of Oneida Fall Fest.

By signing below, Vendor accepts terms of Liability Waiver for the 2026 City of Oneida Fall Fest.

Signature of Participant (Must be at least 18 years old)

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Print Name of Participant

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Date 

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## HOURS OF OPERATION:

- **Set-Up:** 9:00 am to 10:30 am (Must be set-up and ready to sell by 11:00am)
- **Fall Fest Hours:** 11:00am to 4:00pm
- **Tear-Down:** Immediately following event- 4:00 pm-5:00 pm.

Vendors must keep their display set up until the Fall Fest closes at 4:00 pm. Any Vendor that leaves before 4:00 pm, without prior notice, will be denied future admission to the Fall Festival (11:00 am to 4:00 pm is the advertised Fall Festival time).

**PAYMENTS:** All payments are due at the time of application. If your application is denied, the payment will be returned to you. If approved, the payment is **Non-Refundable**. We have many vendors interested who are turned away due to limited spacing, and we always have a waitlist. Those who do not show up will not be allowed to participate in future events. Please make sure you allow for issues that might come up. Although we understand emergencies happen, not having help or enough products is not acceptable.

## VENDOR FEE:

**\$25.00** for 15x15 Space if paid **before** May 1, 2026. All applicants **after** May 1 will be charged \$40 per booth. Bring your own tent & tables (tents must be anchored and fire retardant). Payable by Cash, personal check if from a local bank/money order. Credit/Debit cards can be used when applying in person only.

**NON-PROFITS:** (Please schedule your dates ASAP!) We have limited booths available for organizations.

- **FREE** 15x15 information booth

**TO APPLY:** Return Application and Waiver or Insurance Certificate with payment:

**BY MAIL or IN PERSON:** City Clerk-109 N. Main St., Oneida, NY 13421

**You may email your application;** however, it will not be considered or processed until payment is received. Please email to [slapera@oneidacityny.gov](mailto:slapera@oneidacityny.gov) with a copy to [mludwig@oneidacityny.gov](mailto:mludwig@oneidacityny.gov).

## RULES AND REGULATIONS

1. **INSURANCE:** Vendors with their own Certificate of Liability Insurance need to provide a copy naming the City of Oneida as an additional insured (for General Liability). All other vendors are required to sign the City of Oneida Fall Fest Liability Waiver.
2. **LICENSES:** All permits and licenses pertaining to the sale of your products shall be the Vendor's responsibility. If selling food, proof of compliance with public health laws is the responsibility of the Vendor and must be displayed.
3. **SALES TAX:** Each vendor is responsible for reporting their own sales tax.
4. **GARBAGE:** Please do not leave your garbage (there is no dumpster). Vendors are required to clean up their rental area at the close of the day and leave with it.
5. **SECURITY:** Each vendor shall remain in his/her own market space when selling products. The City of Oneida assumes no responsibility for damage, theft or loss of exhibitor work, personal property, or display. Exhibitors are encouraged to carry their own product insurance.

6. **BOOTH SHARING:** We allow one vendor per booth. You may have people assisting you; however, booth sharing is not allowed.
7. **VENDOR DRESS AND BEHAVIOR:**
  - Vendors and their employees are expected to always dress and conduct themselves in a proper and professional manner. Appropriate personal appearance, courtesy to customers and other vendors is expected.
  - No smoking is allowed at the Fall Fest.
  - If bringing a radio, the volume is to be kept at a minimum. You may not bring or play musical instruments.
  - To conduct business on the premises (promoting/selling/trading) a paid space is required.
8. **PRODUCT GUIDELINES**
  - **All products sold must be family friendly.** The City of Oneida Fall Fest planners may ask you to remove any items deemed not appropriate for Fall Fest. This includes, but is not limited to books, pictures etc.
  - Illegal items are not allowed to be sold. It is the Vendor's responsibility to know the Law. Vendors shall comply with all laws, ordinances, and regulations of Federal, State, County, City, or other lawful authorities pertaining to the Vendor's use of the premises. **FIREARMS MAY NOT BE SOLD. NO FIREARMS ARE ALLOWED ON THE PREMISES AT ALL.**
9. **AGE REQUIREMENT:** Each vendor must be at least 18 years old or accompanied by a parent or guardian.

The City of Oneida reserves the right to amend or add to the applicable Rules & Regulations at any time. All participants will be made aware of any additions or amendments.

The City of Oneida reserves the right to remove, without refund or recourse, anyone who does not comply with the Fall Fest rules.

### **PARKING**

Each vendor will be provided with a vehicle tag to be placed hanging from your rearview mirror. This will have your assigned booth number on it. If a vehicle needs to be moved for any reason, the Police Department officer(s) will locate you and ask that your vehicle be moved. Only one vehicle per vendor is allowed in the designated Vendor parking area due to limited spaces available. If you have more than one vehicle, that vehicle will need to be parked in public parking areas after setup.

### **BEES/INSECTS**

This is an outdoor event, and we cannot control the presence of bees or other insects. Please bring with you any repellent you feel necessary to ensure your safety and comfort.