



2024 INFORMATION SHEET  
14<sup>th</sup> ANNUAL ZONTA FALL CRAFT SHOW  
**ADIRONDACK BALLOON FESTIVAL**

FLOYD BENNETT MEMORIAL/WARREN COUNTY AIRPORT  
443 QUEENSBURY AVE, QUEENSBURY, NY 12804

FRIDAY SEPTEMBER 20, 2024, SET UP BEGINS AFTER 11:00AM

FRIDAY SEPTEMBER 20, 3:30PM – 8PM

SATURDAY SEPTEMBER 21, 4:30AM – 9PM

SUNDAY SEPTEMBER 22, 4:30AM – 7:30AM

SUNDAY SEPTEMBER 22, OFF SITE BY 10AM

RAIN OR SHINE

**RETAIN THIS SHEET FOR FUTURE REFERENCE**

**RESERVATION FORM:** Fill out all information along with date and signature. See PAYMENT AND MAILING INFORMATION on Page 2 to complete.

**SPONSOR:** ZONTA CLUB OF GLENS FALLS. ZONTA is an international classified service organization of individuals “Committed to Our Community.” Money raised is used to fund local scholarships and service projects, with emphasis on making a better world for women and girls. Over 150,000 people expected for the weekend event.

**EXHIBITORS:** Reservations are for 3 days only and based on date received. Cancellations received before August 15<sup>th</sup> are subject to a \$25 handling fee. Refunds for any cancellations received after August 15<sup>th</sup> will be given provided the space can be filled less handling fee.

**SPACES:** 10’x10’ space for 3 days: 1 space \$300 2 spaces \$450 3 spaces \$600

**DIRECTIONS TO AIRPORT:** Via **Dix Ave & Queensbury Ave** – other routes could be backed up with traffic. **Northway I-87 Exit 19**, take **Rte 254 EAST** for **2.5 miles** to **DIX AVENUE (Rte 32)**, take a **LEFT** onto **Dix Ave**. In **.4 miles** turn **LEFT** onto **Queensbury Ave**. In **1.8 miles** the **airport** will be on the **LEFT**. Look for **VENDOR entrance**.  
**NOTE: GPS WILL BRING YOU IN A WRONG ROAD.**

**PARKING:** Permit parking AND field permits are required. They will be sent out to you approximately 7 days prior to the event.

**HOURS:** See above for set up and event schedule. Vendors need to BE READY FOR PUBLIC around 3:30PM on Friday afternoon. PLEASE UNLOAD THEN MOVE YOUR VEHICLE for other exhibitors to set up in a timely manner.

**HOUSEKEEPING: NO ALCOHOL.** Put trash in the trash barrels provided in the craft show area. Your area needs to remain clean and in good order.

**NOTE: YOU MUST LEAVE YOUR CLEARED AREA BY 10AM ON SUNDAY.**

**GENERATOR IS ALLOWED:** There is no electricity available. Construction Lights will be provided for early AM and PM darkness in some of the areas. We suggest that you bring your own lights for your booth for early AM and evening.

**SECURITY:** The gates onto the airport are locked 10PM Friday and 11PM Saturday. Gates are open at 4:30AM Saturday and Sunday AM. Security manpower for the airport is around.

**PER AIRPORT MANAGEMENT:**

- No one is allowed to stay the night on airport property.
- All vendors off site by 9:30PM Friday & Saturday evening. (Time could vary.)

**INSURANCE REQUIREMENT:** Provide a copy of the **CERTIFICATE OF INSURANCE** listing liability limits of one million dollars (\$1,000,000) per occurrence.

**Information to be put on the Certificate of Insurance should read:**

- **Additional named Insured for Sept 22, 23, & 24, 2023, Zonta Club of Glens Falls volunteers, County of Warren, board, officers, employees, AND Adirondack Balloon Festival, Inc., shareholders, employees, agents, officers, directors, volunteers, consultants.**
- **Zonta Club of Glens Falls, PO Box 251, Glens Falls, NY 12801**

**IF THIS IS NOT AVAILABLE,** provide a copy of your homeowner's or rental certificate of insurance showing coverage for this entire event, by dates. A signature on this information form releasing and indemnifying Zonta Club of Glens Falls, Warren County and Adirondack Balloon Festival from any liability will be necessary

**Send in with your reservation. Insurance company can fax to 518-743-1844 Chris Legg's home phone or email to [gfzemail@gmail.com](mailto:gfzemail@gmail.com)**

**SALES TAX:** NYS sales tax number is required on your reservation form, a copy should be sent in with your reservation. **YOU MUST DISPLAY** your Certificate of Authority in your booth for this event. **YOU ARE RESPONSIBLE** for proper reporting Sales Tax Information required by NYS Law.

**PAYMENT AND MAILING INFORMATION:**

Send check with reservation form, copy of NYS Certificate of Authority, Insurance Form, and self-addressed, stamped envelope.

**MAKE CHECKS PAYABLE TO: "ZONTA CLUB OF GLENS FALLS"**

**SEND IT TO:** Christine Legg  
250A Dixon Road  
Apt A  
Queensbury, NY 12804

A confirmation will be sent back when reservation is received.

**QUESTIONS:**

**CALL - Chris Legg 518-743-1844**

**EMAIL - [gfzemail@gmail.com](mailto:gfzemail@gmail.com)**

**Visit Zonta Club's website at:**

**[www.zontaclubofglensfalls.org/](http://www.zontaclubofglensfalls.org/)**

**Visit Adirondack Balloon Festival website:**

**[www.adirondackballoonfest.org](http://www.adirondackballoonfest.org)**

**To see if camping is available, visit the camping website:**

**[www.northeasthotairrivers.org](http://www.northeasthotairrivers.org)**

**Note:**

- Reservations accepted at the discretion of the Zonta Fall Craft Show Committee
- No new reservations accepted 1 week prior to the event