

Sat, Nov 28 & Sun, Nov 29, 2026 | 10AM to 5PM
641 Delaware Ave, Buffalo



Sleigh Shop

AT THE CARRIAGE HOUSE



AN ARTISAN MARKET WITH ONE-OF-A-KIND GIFTS TO FILL **YOUR** SLEIGH!

Exhibitor Application

Please return application & payment to: gennamunoz@gmail.com, or
TR Inaugural Site, Attn: Genna Munoz-Mages, 641 Delaware Ave, Buffalo, NY 14202

Business Name (as it should appear on event materials): _____

Contact Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Description of Products or Services: _____

Payment Information – \$50 reserves space for *both* Saturday & Sunday

☐ I need access to an electrical outlet (add \$10)

TOTAL ENCLOSED: \$_____

☐ CHECK enclosed (payable to: *Theodore Roosevelt Inaugural Site Foundation*)

☐ CREDIT CARD – please call me at the number listed above & I will provide my credit card info

☐ CREDIT CARD – please charge my: ☐ Visa ☐ MasterCard ☐ AmEx

Card #: _____

ExpDate: ____/____ CVV Code: _____

Cardholder Name: _____

Cardholder Signature: _____

Insurance Information – Per the conditions outlined on page 2 of this application, I am enclosing/attaching the following proof of insurance:

☐ ACORD 25 (2025/12) form, naming the “Theodore Roosevelt Inaugural Site” as Additional Insured.

☐ A Homeowner’s Binder or Declaration Page stating \$500,000 worth of liability coverage.

☐ A signed Hold Harmless Agreement.

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Exhibitor Terms & Conditions

The Theodore Roosevelt Inaugural Site Foundation ("TR Site") reviews applications for exhibitor participation to ensure that all items and services complement our mission and do not directly compete with our sponsors. We reserve the right to deny any application that does not support our mission and/or is in direct competition with sponsors.

- The TR Site will provide you with a specific 8' x 6' space in our second floor gallery area. The space is easily accessible by elevator.
- Each space will be equipped with one (1) 8' x 30" table and two (2) chairs for vendor's use. Vendors are strongly encouraged to bring a tablecloth to cover the table.
- Access to electrical outlets is limited & available for a \$10 fee, on a first-come, first-serve basis.
- Please have your space ready & open for business by 10AM (Sat, 11/28) at the latest. You may set up between 12PM-5PM on Friday (11/27), or beginning as early as 8:30AM on Saturday (11/28). Vendors should plan to load in via the rear entrance of the carriage house/visitor center. This is best accessed from the TR Site's parking lot, which is located behind the museum; more info here: trsite.org/visit/location/ Parking in the lot is first-come, first serve; however, we request that large vehicles or those with trailers park on the street.
- Please do not close or dismantle your space prior to 5PM on Sunday (11/29). The TR Site will be staffed until 6PM on Sunday to allow for tear down. If necessary, vendors may return between 10AM-5PM on Monday (11/30) to finish tearing down.
- Donation jars of any kind are strictly prohibited.
- The TR Site requires all vendors to provide proof of insurance naming the "Theodore Roosevelt Inaugural Site" as Additional Insured (form: ACORD 25 [2025/12]). For a home-based business, a signed Hold Harmless Agreement may be used as an alternative. Also acceptable is a Homeowner's Binder or Declaration Page stating \$500,000 worth of liability coverage.
- As a vendor, it is your responsibility to collect and submit appropriate sales tax to the City of Buffalo, Erie County, and the State of New York.
- You are not authorized to "sublet" your booth, in whole or in part.

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Terms & Conditions Agreement

I hereby hold harmless and indemnify the Theodore Roosevelt Inaugural Site Foundation (TR Site), event organizers, volunteers, underwrites, sponsors, employees, as well as the owners of any TR Site-related property for any action relating to Sleigh Shop at the Carriage House, including theft, damage or injury. I agree to pay any reasonable attorney fees and costs incurred by the TR Site or its organizers because of actions by me that are covered by this agreement.

By signing this agreement, I agree that I have read the attached Exhibitor Terms & Conditions on page 2 of this application.

My signature signifies that I understand all rules outlined herein and agree that these rules represent a contract, and that no other agreement shall be binding between the parties unless in writing and signed by the Event Coordinator and another authorized TR Site representative.

Print Name: _____

Signature: _____

Date: _____

Questions?

Please get in touch with Genna Munoz-Mages, Event Coordinator,
via email at: gennamunoz@gmail.com