

# WPBS-TV Presents "Ready Set FUN!" 2024 Silly Summer Sun!

Saturday March 23, 2024, 10am-2pm

Event Address: Salmon Run Mall, Watertown, NY

Contact: Cindy Tyler, WPBS Event Coordinator [ctyler@wpbstv.org](mailto:ctyler@wpbstv.org) / 315-782-3142 x220

*\* Indicates required question*

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1. Organization Name \*

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2. Contact Email \*

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3. Contact Name \*

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4. Organization mailing address \*

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5. Contact phone \*

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6. Organization Website / Social Media tag \*

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7. Please describe your booth/station and activity. \*

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8. Will you require electricity? \*

*Mark only one oval.*

Yes

No

9. Is there anything that WPBS needs to be aware of when assigning your location? (Large items in display etc.) \*

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10. Certificate of Liability Insurance REQUIRED! Per Salmon Run Mall regulations, all vendors in attendance must furnish an insurance rider. Please see image below for reference info, and submit insurance form along with this application \*



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**2013**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  MARSH USA INC. 507 PLUM STREET, SUITE 110 SYRACUSE, NY 13204	<b>CONTACT NAME:</b> RENE E IMPAGLIA <b>PHONE (A/C, No, Ext):</b> 315-425-3924 <b>FAX (A/C, No):</b> 315-425-3952 <b>E-MAIL ADDRESS:</b> RENE.E.M.IMPAGLIA@MARSH.COM
<b>INSURED</b>  LICENSE AGREEMENT	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A : ABC INSURANCE COMPANY      NAIC # 11111 INSURER B : INSURER C : COMPANIES MUST HAVE AN AM BEST      5 DIGIT INSURER D : RATING OF A- OR BETTER AND BE      CODE INSURER E : LICENSED TO DO BUSINESS IN THE INSURER F : STATE WHERE MALL IS LOCATED

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> DED / SIR IF ANY GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	Y	Y				<b>DATES OF LEASE AGREEMENT</b> EACH OCCURRENCE      \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)      \$ 100,000 MED EXP (Any one person)      \$ 10,000 PERSONAL & ADV INJURY      \$ 1,000,000 GENERAL AGGREGATE      \$ 1,000,000 PRODUCTS - COMP/OP AGG      \$ 1,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED NON-OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/>	Y	Y	NY POLICY MUST INCLUDE "ANY AUTO"			<b>DATES OF LEASE AGREEMENT</b> COMBINED SINGLE LIMIT (Ea accident)      \$ 1,000,000 BODILY INJURY (Per person)      \$ BODILY INJURY (Per accident)      \$ PROPERTY DAMAGE (Per accident)      \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ IF ANY	Y	Y	FULL POLICY LIMIT SHOULD BE SHOWN			<b>MINIMUM LIMITS REQUIRED</b> <b>DATES OF LEASE AGREEMENT</b> EACH OCCURRENCE      \$ 1,000,000 AGGREGATE      \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y			<input checked="" type="checkbox"/> W/ STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT      \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE      \$ 1,000,000 E.L. DISEASE - POLICY LIMIT      \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate Holder is listed as additional insured.

<b>CERTIFICATE HOLDER</b>  SALMON RUN SHOPPING CENTER LLC C/O THE PYRAMID COMPANIES 4 CLINTON SQUARE SYRACUSE, NY 13202	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  SIGNATURE IS REQUIRED
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ACORD 25 (2010/05)

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Files submitted:

IF YOU ARE AN AUTHOR ATTENDING RSF, PLEASE REVIEW THE FOLLOWING CAREFULLY.

As per the rules and regulations of the Salmon Run Mall, you will NOT be permitted to sell your books during this event.

You MAY bring:

- Order forms for your books
- Business Cards
- Brochures or Information Sheets
- Sign-up Sheets
- Signed copies of your publications for a giveaway

## VENDOR OBLIGATION AND AGREEMENT- PLEASE REVIEW CAREFULLY

In exchange for free booth space and promotion of your organization, YOU MUST AGREE TO PROMOTE READY SET FUN AT YOUR ORGANIZATION AND TO YOUR PUBLIC. You will be provided with flyers to distribute via mailings and displays as we get closer to the event date. You will also be provided with digital files to post on your social media. WPBS-TV produces Ready Set Fun! to foster and encourage children's literacy, and to support and connect with our local organizations. By working together, we create this exciting and special event that lifts up our entire Northern New York community.

Per Salmon Run Mall regulations, vendors MAY NOT SELL products, images, books, or services. Vendors are encouraged to promote their services, schedules and connect with the community. Materials and services promoted during Ready Set Fun must be suitable for children and families.

**Ready Set FUN! is made possible in part by contributions from viewers like you! THANK YOU!**

### **LOAD-IN**

Vendors and Organizations may begin loading in to the Salmon Run Mall at 8:00am on Saturday May 6th. Make sure your area is ready by 9:30am. The Ready Set Fun! event begins promptly at 10:00am with the Salmon Run Mall opening hours. Each vendor will be provided with an 8' table and two folding chairs with green tablecloths. Extra tables or chairs will be limited, so vendors may bring any extra tables or chairs they need as necessary.

Upon arrival at the Salmon Run Mall, check in at the Registration table located at the Food Court end of the mall. You will receive your booth location prior to the event. After check-in, you may load in from the nearest parking lot to your booth location, doors will be marked on the map you will receive at check-in.

### **BOOTH / DISPLAY RULES**

Per Salmon Run Mall regulations, vendors and organizations must contain their displays within their 8'x8' space and may not exceed 6' in height. No tents or awnings may be erected indoors for displays. Displays and booths may not cross into the white tiled main mall traffic lanes (the pink tiles are inside main foot traffic lanes). Helium balloons are strictly prohibited. Power cables must not run across main foot traffic. **DO NOT TAPE DOWN ANY PART OF YOUR DISPLAY TO THE MALL FLOOR.** Booths and displays must not interfere with or block tenant business entrances and exits.

**BOOTH / DISPLAY SUGGESTIONS:** This year's theme is Silly Summer Sun!

#### Display Suggestions:

Anything that will celebrate the summer sun! Use stories to talk about the animals in the summer, do they change color or behave in certain ways? Why does summer happen? What is the science of summer? Talk about the production of seeds and growth in plants and trees. Talk about holidays, festivals or traditions that happen in summer.

#### Activity Booth Ideas:

-Relate it to a story or information-gathering activity, if possible. Pick a children's book to create a scavenger hunt, experiment or journal.

-Games- Please keep games within the allotted space of your booth. Toss games must not cross active walking traffic or interfere with the business tenants of Salmon Run Mall.

-Relate your theme to a favorite PBS Kids show. Check out PBS KIDS for activity ideas for all the shows. You can also use the PBS Resource – PBS Learning Media (<https://ny.pbslearningmedia.org/>) for activity ideas.

-Take home activities or crafts. Activities that allow children to create and take their work home are a great option, such as origami paper folding animals, soda bottle bird feeders, etc.

Whatever activity you choose, please try to provide enough materials for up to 300 or more children.

The ultimate goal is to engage children's curiosity and creativity, encourage literacy and a lifelong love of learning!

### **LOAD-OUT**

Vendors and Organizations may begin loading out after the 2:00pm, and must complete load out by 4:00pm. Please ensure that you remove all materials you entered with. Please ensure that you have cleaned up any waste or spills before leaving. You may load out through the doors you loaded in from, provided you do not disrupt any tenant businesses.

11. By selecting "yes", you have read and do accept the Vendor Obligations and Agreements. \*

*Mark only one oval.*

Yes

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