

## **FOOD VENDOR APPLICATION 2010**

### **CHANGES THIS YEAR**

#### **Vendor Submittals:**

The following items are due by May 15, 2010

1. Official Food Vendor Application and Vending Fee
2. Utilities Request Form
3. Insurance Certificates
4. Health Department Fine Accountability Agreement
5. Photo or Rendering of Business

#### **Vendor Area:**

Food vendors will be provided OWN TENT to operate their business. ALL vendors will be positioned at the same serving line. First class presentation and food quality are essential.

#### **Vendor Time:**

Vendors are required to serve during festival operating hours: 12:00 pm – 9:00 pm Friday and noon to 10:00 pm Saturday.

#### **Vendor Fee:**

The Food Vendor fee is \$450.00/Space. An Early Bird discount is available for submissions before April 30, 2010. Payment in full is required by June 1, 2010.

#### **Vendor Contract:**

The Official Vendor Application must be completed and returned no later than May 15, 2010 with \$50.00 deposit.

#### **Insurance:**

**All vendors selling food and products applied directly to the skin or ingested**, Juneteenth, Inc. requires a copy of your Liability Insurance. The policy must be for \$1,000,000 general liability. On this form three organizations must be listed as additional insured:

1. City of Syracuse
2. Juneteenth, Inc.
3. The Events Company

The insurance certificates must be sent no later than June 11, 2010 to:

1. Mary Beth Roach  
Parks, Recreation and Youth Programs  
412 Spencer Street  
Syracuse, New York 13204
2. Juneteenth, Inc.  
c/o The Events Company  
230 Harrison Street  
Syracuse, New York 13202

#### **Hydrants:**

No Hydrant may be obstructed, hidden, or covered in any way.

#### **Sales Tax:**

Vendors are responsible for the sales tax on 100% of vendor sales.

#### **Beverages:**

You are allowed to sell soft drinks and water at the festival. However, you must sell at set prices: 24 ounce water and soft drinks \$2.00 and 12 ounce water and soft drinks \$1.50. Vendors may sell beverages that fall outside of these parameters if they contact The Events Company for permission.

#### **Utilities:**

A Utilities Request Form is provided; please indicate all items that will require electricity. Please note: you will need to bring extension cords and power strips with you, they will not be provided. This form must be completed and submitted no later than June 11, 2010.

#### **Ground Cover:**

Each vendor is responsible for providing ground cover for their booth AND prep area in order to prevent excessive amounts of grease, etc. on roadways/sidewalks. This includes your booth space and all areas outside your booth that you are using to prepare foods. One suggestion is plastic tarp from a local hardware store covered by rubber mats. Another suggestion is flame retardant indoor/outdoor carpeting. Please note: This will be checked prior to the start of the festival and you will not be allowed to vend until a cover is in place.

#### **Health Permit:**

The Juneteenth Festival is obtaining a blanket health permit. All vendors must execute the Health Department Fine Accountability Agreement. (See attached form "Health Department Fine Accountability Agreement").

#### **Propane Permit:**

Each vendor using propane or similar gases must have a propane permit and the propane must be kept outside of any tented area. Contact: Lt. Stepien at the Fire Prevention Bureau @ 315.473.3296 ext. 503.

Any vendor using open flame, propane, etc. shall provide:

1. Propane permit on site
2. A U.L. listed currently tagged and inspected ABC extinguisher – 2 ½ lbs.
3. A spray bottle of soapy water to test for gas leaks. This shall be available to the fire marshal.

**Water:**

Water is available where possible. We will have a connection to nearby fire hydrants and various adaptors off of that connection. City staff will open and close the hydrants. Please note that several vendors will need to utilize the same hook-up, so please be considerate.

Also note that these hook-ups should not be used to replace the hand-washing unit required by the Onondaga County Health Department.

**Tents and Cookers:**

Cooker may not be under the tent. Cookers must be in a remote tent if seating is allowed. Aisle ways and exits must be maintained, unobstructed if seating or tents are enclosed.

**Combustibles:**

Combustibles are simply defined as anything that can burn. Examples include, but are not limited to, cardboard, paper, wood such as chips, pallets, canvas, or plastic or packing materials in any form. These materials may not be stored, stacked, piled, or left in booths, higher than 3' high, 2' deep, 6' long. Any material found to be excessive or creating a hazard must be removed. (Fire marshals will have final determination of hazard and removal).

**Fire Prevention Bureau Requirements:**

Every booth must have a fire extinguisher on hand. If you are cooking with propane, a permit is required (see forms). The fire department and the City of Syracuse require that the propane tank must be secured by tie or chain and kept outside of any tent.

**Load In:**

Gospel Youth & Family Day, Friday, June 18, 2010, at Jubilee Park 100 block of South Ave. Load-in begins at noon. Set-up must be complete by 3:00 p.m. The festivities end at 9:00 p.m.

Juneteenth Festival Saturday, June 19, 2010, at Clinton Square. Load in begins at 2:00 p.m. on the day before (Friday). All vendors are required to schedule an appointment for load in.

**Load Out:**

The Juneteenth Festival will conclude at 10:00 pm on Saturday, June 19, 2010. At that time vendors should begin to clean up and break down. Under no circumstances can a vendor break down prior to the official closing of the festival without permission of the festival director. All participants must be off the premises Sunday night. Please remember to leave your area as clean as it was when you arrived.

**Lighting:**

Vendors are responsible for providing their own lighting. Because of the extreme heat generated by halogen lights and the potential flammability of gas

lanterns, neither are allowed to be used as lighting sources.

**Parking:**

NO Special parking areas have been designated for vendors participating in the festival.

**Street Sizes:**

Streets shall be maintained with a minimum width of 20' and a height of no less than 14' at all times. This is a City of Syracuse Fire Department regulation.

**Accessibility to Buildings:**

Accessibility spaces are maintained for access into buildings, parking lots, and to enhance the movement of people from the street for a fire or other emergency apparatus. In case of structure fires, booths may be removed or lowered for accessibility to structures in case of actual fires.

**Trash:**

At all times your area must be clean and neat, not only for health reasons but to represent an overall clean and wholesome image. Trash receptacles will be provided for your convenience. Please remember to use plastic trash bags (max. weight 40 lbs.). City DPW workers will be collecting trash, so do not to overload the receptacles.

**Recycling:**

Be advised that all vendors are required to recycle at Clinton Square. Boxes, cans, and plastic are to be separated and placed in the back right hand corner of your booth. An official cleaning crew will periodically remove these recyclables from your site.

*All Onondaga County recycling rules apply at Clinton Square. Please plan ahead, bring additional plastic bags.*

**Security:**

Although overnight security will be provided for the evening of June 19, 2010, it is the vendor's responsibility to secure its possessions. Juneteenth, Inc. assumes no responsibility for lost or stolen property.

**Emergencies:**

In the event of an emergency, please ask a security guard to notify a member of the Juneteenth Festival staff. Rural Metro will be on site for the duration of the event to supply emergency medical assistance if needed.

**Shipping Directions/Location:**

Syracuse City Parks  
Clinton Square Festival Site  
2 Clinton Square  
Syracuse, New York 13202

**Event Cancellation:** This is a rain or shine event.

**Admission:** Admission to the festival is free

**HEALTH DEPARTMENT FINE ACCOUNTABILITY AGREEMENT**

I hereby agree that the Juneteenth Festival Inc. has provided a blanket Health Department permit for the Juneteenth Festival food vendors. If however any vendor is found in violation of the Health Department regulations you will be responsible for the resultant fine.

I hereby agree to all the terms, conditions, and fees in the Juneteenth Festival 2010 Food Vendor Application.

I hereby agree to indemnify and hold harmless the Juneteenth Festival, Inc. and The Events Company from any loss, claim, or expense in relation to this contract, or services under it, except such as arise solely from the negligence of the festival.

I hereby agree to pay any Health Department fines levied upon my temporary food service establishment at and during the Juneteenth Festival on June 18 and/or June 19, 2010, at Jubilee Park and/or Clinton Square, Syracuse, New York

Name of Business:

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Contact Person:

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Address:

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Telephone:

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**Section 1: Contact Information**

|                   |
|-------------------|
| Name of Business: |
| Contact Person:   |
| Address:          |
| Telephone:        |
| Fax:              |
| Mobile No:        |
| Email:            |

**OFFICIAL FOOD  
 VENDOR APPLICATION**

c/o The Events Company  
 230 Harrison Street  
 Syracuse, New York 13202  
 Telephone: 315-422-9400  
 event@TheEventsCompany.com

**Festival Committee Contact:**

Kevin Henry  
 315-863-0808  
 KHenry@ci.syracuse.ny.us

**Section 2: Vending Fee**

Food Vendors fee is **\$450.00/15'x15' foot space**. Full payment is required to reserve your space. We will provide their OWN TENT. If you need insurance, please budget \$200.00 for insurance through K&K.

**Section 3: Products Sold**

Products to be Sold and the selling price (our goal is to avoid duplicate products)

|                   |                   |
|-------------------|-------------------|
| 1) _____ \$ _____ | 4) _____ \$ _____ |
| 2) _____ \$ _____ | 5) _____ \$ _____ |
| 3) _____ \$ _____ | 6) _____ \$ _____ |

**Section 4: Payment Terms and Condition of the Agreement**

|  |  |
|--|--|
| <p>The vending fee this year is \$450.00 A deposit of \$50.00 is required with your registration form. Payment in full is required by ?June 1, 2010.</p> <p><b>Payment Options:</b></p> <p>_____ \$50.00 Food Vending Gospel Youth and Family Day Only (Friday Only)</p> <p>_____ \$450.00 Food Vending Juneteenth Festival (Saturday Only)</p> <p>_____ REBATE \$50.00 Early Bird Special (Saturday Only)</p> <p>_____ <b>Total Amount Due</b></p> <p>_____ DEPOSIT Received     \$_____ Total Amount Due after deposit</p> <p>I have read and agreed to all the terms and fees listed above <b>and</b> the terms and fees listed in Juneteenth Vendor Package 2010.</p> <p>Vendor Signature: _____ Date: _____</p> <p><b>VENDOR CHECK LIST</b></p> <ol style="list-style-type: none"> <li>1. Complete and sign this form</li> <li>2. Submit Payment</li> <li>3. Submit Certificate of Insurance naming the City of Syracuse, The Events Company, and Juneteenth Inc. as additionally insured</li> <li>4. Complete and submit the Electrical and Propane forms</li> <li>5. Complete and submit the Health Department Fine and Accountability Agreement</li> </ol> | <p style="text-align: center;"><b>For Official Use Only</b></p> <p>Payment Method: _____</p> <p>Amount: _____</p> <p>Forms Status:</p> <p>Electrical Form: _____</p> <p>Propane Form: _____</p> <p>HDFAA Form: _____</p> <p>Insurance Certificate:</p> <p>City of Syracuse: _____</p> <p>The Events Company: _____</p> <p>Juneteenth Inc.: _____</p> |
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*DEPARTMENT OF ENGINEERING*  
 Facilities Management  
 Stephanie Miner, Mayor

**ELECTRICAL SPECIFICATIONS FOR SPECIAL EVENTS SUMMER OF 2010**

EACH ORGANIZATION WILL NEED TO CIRCULATE THIS FORM TO ALL OF THEIR VENDORS. ANY QUESTIONS MAY BE ANSWERED BY CONTACTING LONNY BORNSTEIN AT THE CITY OF SYRACUSE'S ELEC. DEPT. AT 473-4407

The following is to be filled out by all vendors. Vendors should have their electrical request into the City Electrician no later than **1 week** prior to their special event's scheduled date. For vendors that are involved in multiple events they will need to submit their requirements for each event. Every event is unique depending setup, power availability, and other logistics that are subject to change. Vendors that do not submit their requirements on time will have their electrical needs addressed last, **IF THERE IS SUFFICIENT TIME AND POWER REMAINING.**

**EVENT THAT YOU WILL BE VENDING AT: Juneteenth Festival 2010, Clinton Square June 19, 2010**

**VENDOR'S NAME:** \_\_\_\_\_ **CONTACT PERSON:** \_\_\_\_\_

**TYPE OF VENDING:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

| TYPE OF EQUIPMENT | 1-3 PHASE | VOLTAGE | WATTAGE | AMPERAGE | QUANTITY |
|-------------------|-----------|---------|---------|----------|----------|
|                   |           |         |         |          |          |
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**ANY EQUIPMENT THAT IS TO BE USED AT THESE EVENTS ARE SUBJECT AN ELECTRICAL INSPECTION, BY THE ELECTRICIANS WORKING THAT EVENT. IF THIS EQUIPMENT IS IN AN UNSATISFACTORY CONDITION (UNSAFE OR INCORRECTLY WIRED) THIS EQUIPMENT WILL BE DISCONNECTED OR NOT HOOKED UP AT ALL. THIS CALL IS MADE BY THE CITY ELCTRICIANS AND BECAUSE OF SAFETY REGULATIONS IS NOT NEGOTIABLE.**

Please list all items that require electricity to including cooking, lights, signs, etc.

**Syracuse Fire Department**  
**Fire Prevention Bureau**  
609 Public Safety Building  
511 South State Street  
Syracuse, NY 13202  
315-473-5525 Fax 315-473-3212

**Application For Propane Permit: Grills, Push Carts, Mobile Restaurant, Etc.**

Business Code 35  
Permit Code 801

Fee \$ 25 (JAN. 1 TO DEC 31)  
Receipt # \_\_\_\_\_  
Cash \_\_\_\_\_ Check # \_\_\_\_\_

Date: \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Phone # \_\_\_\_\_

Address of Applicant \_\_\_\_\_ Zip \_\_\_\_\_

Name of Business \_\_\_\_\_ Phone # \_\_\_\_\_

Billing Address (Send Permit to) \_\_\_\_\_ Zip \_\_\_\_\_

Event Name \_\_\_\_\_ Dates of event \_\_\_\_\_

Or Yearly Permit Street Location \_\_\_\_\_

**To Operate With Propane You Need To**

- X 1. Have all propane tanks secured so they cannot tip over, be pushed over or moved out of position. This includes 20 # propane tanks that are used with most home type gas grills. \_\_\_\_\_ Initial \*
- X 2. Have a Fire Extinguisher with proof it is within one year of certification. Locate extinguisher within easy reach to use. Fire Extinguisher minimum size is 10 BC (or larger) \_\_\_\_\_ Initial \*
- X 3. All propane hoses or piping needs to be in good condition. All piping needs to be properly supported and hoses not a trip hazard. Check all connections for leaks with a water and soap solution \_\_\_\_\_ Initial \*

Permit is issued under the provisions of the New York State Fire Prevention and Building Code. City Fire Ordinance # 50, Article 21, Section 21.3, NFPA # 58

The Fire Prevention Bureau shall approve use of Propane within the City of Syracuse and Permits are conditional upon inspection

Inspection by Fire Marshal to include but not limited to the following;  
Tanks secured, Fire extinguisher present, hoses or pipes proper, location and appliance being used

X Applicant Signature \_\_\_\_\_

Conditional Permit Till Inspected on site by on duty Fire Marshal \_\_\_\_\_

Inspection date \_\_\_\_\_ Inspector \_\_\_\_\_ Approval \_\_\_\_\_