

COXSACKIE RIVERSIDE FESTIVAL

August 5, 2017

Rain date August 6, 2017

Dear Food Vendor:

We would like to invite you to apply to operate a food booth at the 2017 Annual Riverside Festival, which will be held on Saturday, August 5, 2017 from 11:00 am till 10:00 pm, with a rain date of Sunday, August 6, 2017. The Festival will be held at the Coxsackie Riverside Park in downtown Coxsackie's Historic Reed Street area.

Our goal is to have a variety of food that will appeal to everyone that attends our festival, we believe very strongly that each food vendor should have exclusive rights to their *approved* menu. Therefore **you will only be able to sell items pre approved by the Arts Council, with no exceptions.** Applications will be given for each food category on a first come first serve basis but in a tie the council will give preference to local non- profits, and local businesses. We do our best to have a variety of eats but realize that some foods will be sold in many or all of our vendor's space – examples would be cold salads, fries, onion rings etc....

Festival Applications and Fees: The festival fee for all food vendors is \$200.00. Complete the enclosed festival application/contract and return it to Coxsackie Council on the Arts c/o Bonnie Ecker, 119 Mansion Street, Coxsackie NY 12051. We look forward to seeing you.

Applications are being accepted immediately. Application deadline is July 11, 2017 and we will accept applications until spaces are full; it is advised that contract and payment be sent as soon as possible. Late applications will only be accepted if we have open vendor spaces.

Please read the Food Vendor contract for more information.

Checklist: Signed contract, copy of insurance and your payment.

Coxsackie Riverside Festival 2017

Contract - Food Vendors

Date: Saturday, August 5, 2017 **Rain date:** Sunday August 6, 2017

Location: Riverside Park, Coxsackie NY, in the Historic Reed Street area

Email bojoecker@yahoo.com (in the message area mark it Festival 2017) with any questions

Food and Drink Selections:

1. Beer, Hamburgers and Hot Dogs are exclusive to our local Fire Departments.
2. Council reserves the right to remove any non approved menu items. No menu changes after your menu/beverages have been accepted.

Booth set up rules:

1. Set up begins at 7:00 am and booths must be open for service at 10:30 am and booth must operate until 10:00 pm. If you require set up the evening before please make note on application so we can make arrangements in advance. We will not cancel for light rain.
2. Your food booth will be 10 x 15 and will be marked off for you. If you need a larger space, tell us on the application and we will contact you to discuss your needs. We reserve the right to charge extra for additional frontage.
3. You provide your own tables, chairs, tents and all other equipment. You will be outside on either black top or grass.
4. If you use a deep fryer, you must put a protective covering (such as cardboard) under the area of the fryer to protect the sidewalk, blacktop or grass from the grease.
5. **Vendors are responsible to follow all departments of health guidelines and acquiring proper permits. All vendors must provide Arts Council with a certificate of insurance in the amount of \$500,000 naming the village of Coxsackie and the State Dept of Parks and Recreation as additional insured for the event.**
6. No peddlers' permit is required for the festival.

Security: The Festival Committee will not assume any responsibility or liability for loss or damage to vendor's property.

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Electricity:

1. **The Riverside Park has limited electricity;** please tell us on your application that you need electricity, and how much you will need. If you need more than 20 amps (or more than one outlet) we must know in advance and we will make our best effort to accommodate.
2. **Please bring a (150 ft.) heavy-duty extension cord.**
3. Please have a generator available, but do not turn it on unless we cannot provide you with electricity through connections to electrical outlets from the park - **Generator MUST be SOUND PROOF.**

Grills:

1. It is very important that we know if you are using a grill, since we must place all grills at least 25 feet away from any buildings or trees for fire safety reasons.

Parking:

1. We will mail parking passes with your acceptance letter and Vendor ID. You will not be able to enter the site without a parking pass.
2. All vendors are to park offsite after unloading and set up. If Handicapped parking is necessary please send copy of handicapped parking pass/permit.

Booth Housekeeping and Tear Down:

1. Please bring at least one large trash container to put next to your booth. Our volunteers will empty the trash container during the day.
2. Your booth must be clean and free of all garbage and especially grease.
3. Vendors must operate until 10.00 pm.
4. Vendors must operate their business in a professional manner, and are subject to removal at the request of the Arts Council Chairman and/or law enforcement.

Refunds:

Refunds will only be given if applications are not accepted or if the festival is unexpectedly canceled before festival date. THERE WILL BE NO OTHER REFUNDS.

All exhibitors/vendors shall defend, indemnify, and save harmless the Village of Coxsackie the New York State Parks and Recreation, and the Arts Council, and their employees, agents against all claims, damages, losses, and expenses (including without limitations, reasonable attorney's fees) arising out of or in consequences of any neglect or intentional, act or omission of the Exhibitor/Vendor or their employees or agents for such claims, damages, losses and expenses.

Exhibitor/vendor is solely liable for equipment (installation, operation, and tear down) and any other personal property at the festival. Exhibitor/vendor represents he/she has insurance coverage for the said items to cover loss due to vandalism, theft, or any other casualty. Any losses due to fire, theft, damage, or injury is the sole responsibility of the exhibitor/vendor.

IT IS SPECIFICALLY AGREED THAT THE VILLAGE OF COXSACKIE AND THE NYS DEPT OF PARKS AND REC AND THE ARTS COUNCIL SHALL BE HELD HARMLESS FOR ANY CLAIMS OF THEFT, VANDALISM, CASUALTY, OR LOSS.

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Because of the exclusive sales of each booth you may not be accepted for all food choices, but all requests will be looked at and filled to the best of Councils ability. French fries/onion rings/cold salads such as macaroni, cole slaw and potato, bottled sports drinks, bottled ice teas and lemonades will be allowed in every booth; along with bottled water and soda.

Please attach a menu with items you would like to sell.

Electricity: ___yes___no___

Details of what electricity is needed: _____

Any other details important for your set up: _____

I understand and agree to abide by the above policies and procedures upon acceptance of my application, this form will be binding and will represent the terms of the permit agreement. I have enclosed the \$200.00 payable to Council on the Arts. I have been informed that booth fees are only returnable if application is not accepted or the festival is unexpectedly canceled. There will be no other refunds.

Vendor Name: _____

Address: _____

Phone Number: Day _____ Evening _____

Email address: _____

How many Parking passes (only vehicles that are involved in transporting necessary items for set up and breakdown): _____

I need to set up the evening before: _____ Details: _____

Signature: _____ Date: _____

Check payable: Coxsackie Riverside Festival

Please make copies necessary for your records and mail back original form with signature.

Coxsackie Riverside Festival

119 Mansion Street

Coxsackie NY 12051