

# COXSACKIE RIVERSIDE FESTIVAL

Saturday, September 21, 2024  
Rain Date Sunday, September 22, 2024  
11:00 am – 10:00 pm

## Fireworks at Dark

Dear Food Vendor:

We are excited to invite you to apply to operate a food booth at the 2024 Annual Riverside Festival, which will be held on Saturday, September 21, 2024, from 11:00AM to 10:00PM. The festival will be held at the Cossackie Riverside Park in downtown Cossackie's Historic Reed Street area.

Last year was a huge success and we are extremely excited to be well underway on the planning for this year.

If you have any questions, please email us at [coxsackieriversidefestival@gmail.com](mailto:coxsackieriversidefestival@gmail.com) or visit our new Facebook page and leave a message at <https://www.facebook.com/riversidefestivalcoxsackieny>

### Committee Contacts:

Shelley Pascuzzi: (518) 588-7170

Stefanie Sitcer: (518) 894-3855

Erin Kennedy-Scott: (518) 491-4837

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 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 \$225.00.

Complete the enclosed festival application/contract and make payment payable to the Cossackie Riverside Festival and return it to the address below.

**Applications are being accepted immediately.** Application deadline is **August 16, 2024**, 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:** Menu, signed contract, copy of insurance (listing The Village of Cossackie, The Council on the Arts, NYS Park and Recreations and Cossackie Riverside Festival) and your payment.

## Coxsackie Riverside Festival 2023

### Contract - Food Vendors

**Date:** Saturday, September 21, 2024    **Rain date Sunday, September 22, 2024**

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

Email any questions to: [coxsackieriversidefestival@gmail.com](mailto:coxsackieriversidefestival@gmail.com) or via Facebook at <https://www.facebook.com/riversidefestivalcoxsackieny>

#### 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 has 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 9:00 PM. If you require set up the evening before, please make a note on application so we can make arrangements in advance. We are not responsible for any items left over night. We will not cancel for light rain.
2. Your food booth will be 15 x 15 and marked off for you. 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 for following all departments of health guidelines and acquiring proper permits. All vendors must provide the Arts Council with a certificate of insurance in the amount of \$500,000 naming the Village of Coxsackie, The Coxsackie Riverside Festival and the State Dept of Parks and Recreation as additional insured for the event. If the DOH makes us aware of any issues you may be asked to rectify the said issues; if they are not corrected, you will be asked to pack up and leave with no refund.**
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 the vendor's property.

#### 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 but cannot guarantee.
2. **Please bring a (150 ft. or more) 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 SOUNDPROOF.**

#### 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. Parking passes will be issued on the morning of event.
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 9:00 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.***

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, coleslaw and potato, bottled sports drinks, bottled ice teas and lemonades will be allowed in every booth, along with bottled water and soda.

# COXSACKIE RIVERSIDE FESTIVAL CONTRACT

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11:00 am – 10:00pm

Fireworks at Dark

Please attach checklist items below and this page only

Electricity: \_\_\_ Yes \_\_\_ No \_\_\_

Details of what electricity is needed: \_\_\_\_\_

Any other details important for your set up: \_\_\_\_\_

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**Checklist:** Menu, signed contract, copy of insurance listing The Village of Coxsackie, The Council on the Arts, NYS Park and Recreations and Coxsackie Riverside Festival and your payment.

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*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 \$225.00 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: \_\_\_\_\_

I need to set up the evening before: \_\_\_\_\_

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

Check payable: Coxsackie Riverside Festival

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

Coxsackie Riverside Festival

119 Mansion Street

Coxsackie NY 12051