



LOCATION NIAGARA SQUARE • JULY 18 & 19, 2020
VENDOR APPLICATION 2020

PDF Forms are available at BuffaloItalianFestival.com
 Completed forms may be e-mailed to: vendors@BuffaloItalianFestival.com
www.BuffaloItalianFestival.com

CONTACT INFO

Your Name _____ Phone No. _____

Business Name _____ Cell No. _____

Booth Name (name on booth signage) _____

Address _____ City _____

Zip _____ E-mail _____

COST CALCULATOR

Booth Fee \$ _____

Additional Footage Cost \$ _____

Total Due \$ _____

50% Deposit Non-refundable Due 3/1/2020 \$ _____

Remaining Balance Due 6/1/2020 \$ _____

FESTIVAL SPACE RENTAL FEES

If paid in full by:	6/1/20	6/2/20*
Food Trucks Go by	Size as listed	Below
10 x 12 booth	\$900	\$1,200
10 x 24 booth	\$1,700	\$2,000

DEPOSIT IS DUE BY 3/1/2020

*** LATE FEE OF \$300 WILL BE ASSESSED IF POST MARK IS AFTER 6/1/20 AND WILL BE STRICTLY ENFORCED, NO EXCEPTIONS.**

BOTH FEES INCLUDE CITY OF BUFFALO PERMITS

ADDITIONAL COSTS

- **Additional Footage: \$50 per each additional foot**
- **Sales Tax:** If you don't have a New York State Tax ID you need to go yourself and get one at the Department of Taxation located at 77 Broadway- Suite 112, Buffalo, NY. As always, it is the Vendor's responsibility for collecting and paying all NYS Sales Tax.

FOOD VENDORS: A second check/money order is required for a permit in the amount of \$106 payable to: Erie County Department of Health which is **not included** in the above pricing. Any questions call Scott Lauck @ 716-961-6801

Make check/money order payable to:

Buffalo Italian Festival
 P.O. Box 39, Buffalo, NY 14207
CHECKS MUST BE RECEIVED BY DATES LISTED TO THE RIGHT
 Also can pay via Paypal or Venmo

FOOD TRUCK SIZE

_____ **X** _____
 We cannot guarantee space if not completed

Completed applications and down payment are due no later than 3/1/2020; the remaining outstanding balance is due **6/1/2020** to guarantee your reservation. Any Vendor with an outstanding balance after **6/1/2020** is subject to cancellation, and forfeits your non-refundable deposit or a late fee.

Vendor Initial _____



VENDOR APPLICATION 2020

www.BuffaloItalianFestival.com

MENU ITEMS

Your application is subject to board approval.

Itemize Your Menu – **ALL ITEMS MUST BE LISTED.** At least 3 items must be

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Your booth must be decorated to incorporate the use of Italian colors (green, white, and red) and must also display an Italian flag or banners.

INSURANCE

Everyone must have insurance, a minimum of general liability for \$1,000,000 per occurrence / \$1,000,000 aggregate. A certificate of insurance must be received with your final payment on or before 6/1/2020. A certificate of Insurance must be issued with the following:

Certificateholder:

The Greater Buffalo Italian Heritage Festival
P.O. Box 39
Buffalo, NY 14207

Additional Insured:

Greater Buffalo Italian Heritage Festival
City of Buffalo

PLEASE DO NOT HAVE ANY BOARD MEMBERS LISTED INDIVIDUALLY ON THE CERTIFICATE OF INSURANCE.
If you do not have insurance and need assistance, you may call Casey Swader Lawley Insurance @ 716-849-8200.

ELECTRIC

ABSOLUTLEY NO LARGE 220 VOLT LINES

for any equipment like fryers, stove, etc.

Check here if your electric is the same as last year

PROPANE

Check here if you will be using propane

Vendor's Printed Name

Date

Vendor's Signature

By signing this application, I agree to the rules, terms and conditions of the Galbani Italian Heritage Festival



Terms & Conditions 2020

www.BuffaloItalianFestival.com

TERMS & CONDITIONS

A. FOOD TICKETS

Food tickets are valued at \$5.00 a coupon, they must be honored and change must be given back, if necessary. You will be reimbursed in full if they are returned by **September 1, 2020**.

B. INSURANCE

Each vendor is responsible for getting their own Certificate of Insurance for Liability which is due before you will be allowed to open at the festival. The coverage dates need to be **July 17 - 21, 2020** and you need to have \$1,000,000 of coverage. The City of Buffalo and Greater Buffalo Italian Heritage Festival must be named as an Additional Insured. You may use your own agent or if you need help with insurance you can contact Casey Swader Lawley Insurance @ 716-849-8200.

C. ITEMS & PRICING

All items sold are subject to board approval, if an item isn't on your application and you are selling it, the board will ask you to stop. The board cannot tell any vendors what to sell their items for, but we do ask that you keep your prices at about the same rate for fairness and optimal profit.

D. MAINTENANCE

Vendors are required to provide 2 trash containers and trash bags for each single booth. The Board will provide trash containers in common areas. It will be the responsibility of the vendors to empty each container during the hours of operation, as needed. **The trash must be disposed of at the nearest dumpster which is provided by the Board. Vendors must deposit their trash into the dumpsters only and not into the containers provided for patrons of the festival.** It will be the responsibility of each vendor to adequately clean and maintain their booth(s) and surrounding common areas, including behind your booth, at all times during the festival. At the closing of each day, vendors must bag all trash and deposit the trash bags into the nearest dumpster. No trash may be stored on festival grounds or adjacent to vendor booths at any time. **If your booth area is not completely cleaned, the vendor will assessed a \$200 clean up fee. This will be strictly enforced**

E. WATER/SEWER

Arrangements will be made for sewer & water services.

F. GREASE

Barrels for grease will be provided at each dumpster. NO GREASE is to be deposited into the sewer system. **ANY VENDORS CAUGHT DUMPING GREASE INTO NON-DESIGNATED AREAS WILL BE SUBJECT TO FINE OF \$1,000 PER DAY AND SUBJECT TO PROSECUTION.** Each vendor must supply their own grease mats and have them under any appliance which contains grease or oil.



TERMS & CONDITIONS cont.

G. ELECTRICITY

NO 220 ELECTRIC STOVES ARE ALLOWED!! NO ELECTRIC FRYERS OVER 30 AMPS ARE ALLOWED!! IF YOU BRING ONE, YOUR ELECTRIC WILL NOT BE HOOKED UP!!

The Board will provide electrical service to vendors for the four days of the festival from noon on Wednesday prior to opening. A maximum of 6500 watts; 220 volts is available. One panel with three duplex receptacles will be supplied. Special receptacles will be installed upon request, i.e. for twist lock 120, 208, and 250 volts, 20 amps and greater.

Rules for electricity:

1. All extension cords must be heavy duty grounding types: 25 feet or less.
2. All freezers, coolers and refrigerators must be cooled down to their operating temperature before delivery.
3. All electrical equipment must be placed within each vendor's booth. Outside a booth is strictly prohibited.
4. Power will be turned on from noon Friday to Sunday at midnight.
5. 120 volt 20 amp outlets are GFI protected (ground fault interruptive), and the ground fault can be tripped.

You should check your freezers and coolers throughout the event to make sure they are operating properly.

H. RETURN CHECK POLICY

Any vendor, whose check is returned by the bank for any reason, will be subject to an additional \$50. Such fee will be collected before the vendor is allowed to operate.

I. NON-SUBLET POLICY

Vendors shall NOT sublet any booth to any person, firm, association or corporation. Any vendor who sublets their space shall forfeit all fees paid and will immediately be ejected from the festival and banned from future participation.

J. AMPLIFICATION DEVICES

All vendors shall not be permitted to use any amplification devices, e.g. bullhorns.

K. INDEMNIFICATION

Vendor agrees to indemnify and hold harmless Lactalis American Group, Inc., the Greater Buffalo Italian Heritage Festival, and the City of Buffalo, their agents, servants, employees and Board members, for all claims for personal injury or property damage relating in any way from vendors operation of a booth and/or participation in the festival.

L. REMEDIES OF BOARD

This agreement shall constitute a license, revocable in the sole discretion of the festival board. Festival board members will be clearly identified. Instructions and requests from all board members shall be promptly complied. The board retains the right to revoke this license for noncompliance with terms of the contract. In the event of revocation, vendor shall forfeit any booth fees.



TERMS & CONDITIONS cont.

M. PARKING

Do not park illegally, if you or your employee's park illegally you will get a ticket – the Festival is **NOT** responsible for any violation tickets received by a vendor. After unloading, all cars must be moved immediately.

N. POURING RIGHTS

To be determined

RULES & REGULATIONS

1. Vendors should respect each other, the visitors, the Festival Board members, employees and volunteers.
2. All tents must be weighted. You cannot stake tents in the ground. All booths must be aligned with the booth next to them. The Festival staff will coordinate this setup. All booths/stands must not exceed agreed to size and must be clean, safe and in good condition at all times.
3. All vendors must have their booth/stand decorated with the Italian flag colors (green, white, red).
4. **All vendors must offer a menu with at least 3 Italian dishes. Absolutely no selling of items not approved by the Festival Board will be permitted.**
5. Absolutely no set up will be permitted before noon **Friday, July 17, 2020**. Vendor schedule will be sent out 2 weeks prior to festival. All booth/stands must be down by end of day on **Sunday, July 19, 2020**. Vendor must pay any cost associated with the removal of their booth/stand and all trash.
6. All complaints and/or concerns will be addressed by the Festival Board. The board will also resolve all disputes.
7. The Festival Board shall have the authority to evict vendors whose behavior and attitude is not up to the standards of the Galbani Italian Heritage Festival.
8. All of your cooking equipment, set-up tables, etc., must be confined to your purchased tent space.
9. Galbani Cheese Products must be exclusively used in all of your recipes containing cheese.
10. Any literature or signage that is provided by the Festival Staff must be displayed at all times.
11. All rules and regulations will be strictly enforced.