



LOCATION HERTEL AVE • JULY 14, 15 & 16, 2023
VENDOR APPLICATION 2023

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

FESTIVAL SPACE BOOTH FEES

Booth Fee \$ _____

Food Trucks	\$1,300
10 x 12 booth	\$ 900
10 x 24 booth	\$1,400

FEE IS DUE BY 5/01/2023

BOOTH FEES INCLUDE CITY OF BUFFALO PERMITS

Total Due \$ _____

ADDITIONAL COSTS

Sales Tax: If you do not have a New York State Tax ID you will need To apply for one on your own 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.

Make check/money order payable to:

Buffalo Italian Festival
 P.O. Box 39, Buffalo, NY 14207
**CHECKS MUST BE RECEIVED
 BY THE DATE ABOVE**

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 (Please send copy of Health Permit if you have one)

FOOD TRUCK SIZE

Any Food Truck that exceeds 24 feet may have an additional cost.

Completed applications and payment are due no later than 5/01/2023;
 Any Vendor applications received after 5/01/2023 will be put in a waiting position for booth availability.

Vendor Initial _____



VENDOR APPLICATION 2023

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 Italian.**

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

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 payment on or before 5/01/2023. 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.

ELECTRIC

ABSOLUTLEY NO LARGE 220 VOLT LINES

for any equipment like fryers, stove, etc.

Check here if you need electric

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 Greater Buffalo Italian Heritage Festival



Terms & Conditions 2023

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, 2023**. **Only board and VIP will have these tickets**

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 14 - 16, 2023** 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.

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. On the last day of festival all garbage from vendors it to be brought to dumpster, not left in middle of the street. 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 assess a \$300 clean up fee. This will be strictly enforced. Invoice will be mailed to you.**

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, before the start of the festival. You will not be able to open your booth with grease mats.



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/or later on Thursday 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 9 am Friday to Sunday at 8 pm.
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 \$75. 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, 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. There will be no parking on side streets with big trucks/trailers. You should make arrangements to park your vehicle at a different location,

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 with sand bags or weights. **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. **You may NOT put another tent in the front of your booth once you are approved for the size of your booth. (ex: 10x10 pop ups, umbrellas etc)**
3. All vendors must have their booth/stand decorated with the Italian flag colors (green, white, red). Please make sure that your booth is decorated. If your booth isn't decorated we will ask you to do so before you can open.
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. Please mark all items on your application and we will let you know actually what was approved.
5. Absolutely no set up will be permitted before noon **Thursday, July 13, 2023.** Vendor schedule will be sent out 2 weeks prior to festival. All booth/stands must be down by 10:00 pmon **Sunday, July 16, 2023.** 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 Greater Buffalo Italian Heritage Festival.
8. All of your cooking equipment, set-up tables, etc., must be confined to your purchased tent space ONLY.
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. Your temporary license and Health Department license must be displayed at all times during the festival.
11. All rules and regulations will be strictly enforced.