



FOOD VENDOR APPLICATION 2016

CHANGES THIS YEAR

Vendor Submittals:

The following items are due by May 15, 2016

1. Official Food Vendor Application and Vending Fee
2. Utilities Request Form
3. Insurance Certificates
4. Health Department Fine Accountability Agreement

Vendor Area:

Food vendors will need 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 – 10:00 pm Saturday.

Vendor Fee:

The Food Vendor fee is \$350.00/Space. Payment in full is required by May 29, 2016.

Vendor Contract:

The Official Vendor Application must be completed and returned no later than May 15, 2016 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.

The insurance certificates must be sent no later than May 29, 2016 to:

1. Mary Beth Roach
Parks, Recreation and Youth Programs
412 Spencer Street
Syracuse, New York 13204
2. Kevin Henry
Juneteenth, Inc.
P.O. Box 973
Syracuse, New York 13201

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 not allowed to sell water at the festival.

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 May 29, 2016.

Ground Cover:

Each vendor is responsible for providing ground cover for their booth AND prep area in order to prevent excessive amounts of grease. 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 not obtaining a blanket health permit. All vendors must contact the Onondaga county Health Department for permits.

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:

Juneteenth Festival Saturday, June 18, 2016, 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 18, 2016. 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 17, 2016, 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 not provided a blanket Health Department permit for the Juneteenth Festival food vendors. and 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 2016 Food Vendor Application.

I hereby agree to indemnify and hold harmless the Juneteenth Festival, Inc. and The City Of Syracuse 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, 2016, at Clinton Square, Syracuse, New York

Name of Business:

Contact Person:

Address:

Telephone:



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

OFFICIAL FOOD VENDOR APPLICATION

Juneteenth, Inc.
 P.O. Box 973
 Syracuse, New York 13201
 Telephone: 315-475-9693

Festival Committee Contact:
 Kevin Henry
 315-863-0808
 Khenry985@gmail.com

Section 2: Vending Fee

Food Vendors fee is **\$350.00/15'x15' foot space**. Full payment is required to reserve your space. Venders 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) _____ \$ _____



The vending fee this year is \$350.00 A deposit of \$50.00 is required with your registration form. Payment in full is required by May 29, 2016.

Payment Options:

_____ \$350.00 Food Vending Juneteenth Festival (Saturday Only)

_____ **Total Amount Due**

_____ DEPOSIT Received \$_____ Total Amount Due after deposit

I have read and agreed to all the terms and fees listed above **and** the terms and fees listed in Juneteenth Vendor Package 2016.

Vendor Signature: _____ Date: _____

VENDOR CHECK LIST

1. Complete and sign this form
2. Submit Payment
3. Submit Certificate of Insurance naming the City of Syracuse, , and Juneteenth Inc. as additionally insured
4. Complete and submit the Electrical and Propane forms
5. Complete and submit the Health Department Fine and Accountability Agreement

For Official Use Only

Payment Method: _____

Amount: _____

Forms Status:

Electrical Form: _____

Propane Form: _____

HDFAA Form: _____

Insurance Certificate:

City of Syracuse: _____

Juneteenth Inc.: _____



DEPARTMENT OF ENGINEERING
 Facilities Management
 Stephanie Miner, Mayor



ELECTRICAL SPECIFICATIONS FOR SPECIAL EVENTS SUMMER OF 2016

EACH ORGANIZATION WILL NEED TO CIRCULATE THIS FORM TO ALL OF THEIR VENDORS. ANY QUESTIONS MAY BE ANSWERED BY CONTACTING Mark Teasley 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 2016, Clinton Square June 18, 2016

VENDOR’S NAME: _____ **CONTACT PERSON:** _____
TYPE OF VENDING: _____ **PHONE NUMBER:** _____

TYPE OF EQUIPMENT	1-3 PHASE	VOLTAGE	WATTAGE	AMPERAGE	QUANTITY

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 ELECTRICIANS AND BECAUSE OF SAFETY REGULATIONS IS NOT NEGOTIABLE.



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



JUNETEENTH

An African American Cultural Festival

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. ^(JAN. 1 TO DEC 31)

Business Code 35
 Permit Code 801

Fee \$ 25
 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 _____