



# Elmira Street Painting Festival Food Court

Part of the Downtown Elmira Street Painting Festival

Saturday, July 9 and Sunday, July 10, 2011

## FOOD VENDOR APPLICATION & INFORMATION

The Elmira Street Painting Festival is fast becoming downtown Elmira's premier event! Every 2<sup>nd</sup> Week of July, over 50+ artists and thousands of people take part in this fun community Festival, which includes a wide variety of events, activities, food and entertainment, as well as the spotlighted street art. We are pleased to have the opportunity to invite you to submit your application for the 4th Annual Elmira Street Painting Festival.

### Food Vendor Information

The Elmira Street Painting Festival food vendor area will be held in Mark Twain Riverfront Park and Water Street and throughout the Festival depending on our logistic needs.

### Description of Vendors

**Food Vendors** set up within a 10' x 10' space; food vendors who are cooking will be allowed an additional 10' x 10' space to be used for a cooking area (for a total space of 10' x 20'). Booth vendors must provide their own tables, chairs, and canopies or tents.

**Concessions Trailers** are self-contained mobile units which require an area larger than 10' x 20'.

### Health Department

IMPORTANT: You must complete and return the "Application to Conduct a Special Event Facility" and the "Food Booth Worksheet" to Elmira Downtown Development along with your food vendor application. All food vendors need to have a current food service license issued to you from the State of New York. **Please include a copy of your license with your application.** If you do not have an in-state license, you may obtain one from the Chemung County Department of Public Health. If you have any questions about the regulations, or if you need to obtain a license, call the Health Dept @ 607-737-2028 to conduct an inspection.

### Insurance

IMPORTANT: All food vendors must submit a certificate of insurance naming Elmira Downtown Development and the City of Elmira as additionally insured. **Please include your certificate of insurance with your application!** In order for your application to be considered, it MUST be accompanied by a copy of your insurance!

## ELECTRICITY

Power is available for an additional fee and will be provided **only** to those exhibitors who paid for electricity in advance. **NOTE:** In the past, we have experienced problems with vendors who have used more power than they initially requested. This trips the breakers and causes many problems and delays that we would like to avoid! To help ensure a smooth and safe event for everyone, in the space provided on your application, please give a detailed description of everything you are planning to plug in. Please also note that every vendor is responsible for covering all cables and wires in his or her booth by using wire mats or covers and any cables or wires running into your booth **MUST** be covered at all times! Extension cords, splitters, etc. will **NOT** be provided. Please plan on bringing a minimum of 100' of extension cords to the event and make sure that you have come prepared with power strips, or any additional equipment you may require. Approved vendors must use a 12/2-gauge power cord, which must be at least 100 feet long. Only one (1) connection to the power board is permitted. Where a power cord crosses a sidewalk, it must be secured by duct tape or some other material so as to avoid injury.

Power fee: \$15.00 /day

## Menus

On your application, list all the food items that you are planning to serve. Please note the following:

- \* All menu items are subject to review and acceptance.
- \* Menus are accepted on a "first come, first serve" basis.

## Fees

Food Vendor Fee	= \$100 – for 2 days
Late Fee (post-June 20 1)	= \$50

Please note, your application and fees (space fee, health dept. fee and electricity fee) are due by **June 20, 2011**.

## Cancellations

Any cancellations must be made in writing and must be received by the Elmira Downtown Development office no later than June 23, 2011. **No refunds will be made after June 24, 2011.**

Mail applications to:

Elmira Downtown Development, Inc  
400 E. Church Street  
Elmira, New York 14901

## QUESTIONS?

E-mail: [espf@elmirastreetpaintingfestival.com](mailto:espf@elmirastreetpaintingfestival.com)

Call: (607) 734-0341 • Fax: (607) 734-0513

# The Fourth Annual Elmira Street Painting Festival

Applicant Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Please Select a Vendor Type:

Food Vendor     Concessions Trailer    Dimensions: \_\_\_\_\_

*\* Disclaimer: We do our best to accommodate requests, but first choice area is not guaranteed.*

Will you be receiving any deliveries during the Festival? If so, what time of day and how often?

\_\_\_\_\_  
\_\_\_\_\_

Requested Menu Items:

Prices:


# Food Vendor Agreement

Elmira Downtown Development believes in equal opportunities for all vendors and we will actively seek fair evaluation of all applications. We do not allow personal beliefs to conflict with application consideration. In selecting participants, criteria may include menu items, past history, the promptness of application arrival, and event area accommodations. Elmira Downtown Development reserves the right to deny acceptance of any applicant if past experience or other factors warrant exclusion.

As a participant of the fourth Annual Elmira Street Painting Festival, I fully understand and agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the Festival. Furthermore, I understand that I should carry my own insurance and that I store my products and equipment overnight at my own risk.

I agree to waive and relinquish all claims I may have against Elmira Downtown Development, the City of Elmira, and all associated sponsors and staff of the Festival and agents thereof from any and all claims other parties may have resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the Festival.

I agree to provide a specified list of all menu items I plan to sell, and I acknowledge that I may not be permitted to sell each of the items I submit. I understand that I must comply with all Chemung County Department of Public Health regulations pertaining to food sales at special events. I understand that failure to comply with the Health Dept. regulations may result in being asked to leave the Festival, forfeiting all fees.

I agree that I am responsible for the transportation, insurance and sale of my products. I also understand that I am responsible for collecting and reporting sales tax on all transactions made during the Festival.

I agree to be present for all 2 days of the Festival: Saturday and Sunday, July 9-10. I agree that if I have not set up by 10 am on Saturday, July 9, or if I leave the Festival early, I forfeit my booth space and all fees. If I intend to be late on either of the 2 days, I must acknowledge this to the Event Manager or I may forfeit my booth space. I agree that all demonstrations and exhibits may be photographed for publicity purposes. I understand and will abide by the rules of this application.

I have read through the application and I agree to abide by all rules set forth in this agreement.

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

## Electrical/Fire Safety Worksheet

In order to ensure that everyone has access to the electricity they need, please complete the following information. If you bring equipment that is not listed, we may not be able to accommodate your requirements.

- Do you need electricity in your booth space?                      Yes                      No
- Do you need electricity overnight?                                      Yes                      No
- Are you bringing your own generator?                                Yes                      No  
If yes, please describe:

---

- Are you planning to cook with charcoal at the event?    Yes                      No
- How much electricity & how many circuits will you need?
  - 110 volts up to 2000 watts & \_\_\_\_\_ circuits
  - 220 volts up to 2000 watts & \_\_\_\_\_ circuits

Please list all the equipment & required AMPs that you will be plugging in:

---

---

**To expedite fire inspection, please complete the following information:**

How many tanks of compressed gas are you going to bring, and where are you planning to store full tanks? How will you secure the full tanks?

---

---

## **Check List**

In order for your application to be considered, it MUST be accompanied by ALL required fees and forms. *Before mailing in your application, please make sure you have included the following:*

- Food Vendor Application and Food Vendor Agreement
- Electrical/Fire Safety Worksheet
- "Application to Conduct a Temporary Event Food Facility" sheet
- Food Booth Worksheet
- Certificate of Insurance naming Elmira Downtown Development and the City of Elmira as additionally insured
- Copy of State of New York Food Service License
- Appropriate Space Fee = \$100
- Electricity Fee = \$15 per day
- Late Fee (June 20th) = \$50

## **REMINDERS**

**Application Deadline:** June 20, 2011

**Set Up:** Saturday, July 9<sup>th</sup> 7:30

### **The 4th Annual Elmira Street Painting Festival**

Saturday, July 9<sup>th</sup> 10am-6pm

Sunday, July 10<sup>th</sup>: 10am- 4pm