

# LETCHWORTH ARTS & CRAFTS SHOW

## FOOD & BEVERAGE VENDOR APPLICATION

SATURDAY OCTOBER 9, 2021 – MONDAY OCTOBER 11, 2021

BUSINESS NAME \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE *day* \_\_\_\_\_ *evening* \_\_\_\_\_

EMAIL \_\_\_\_\_

HAVE YOU EVER EXHIBITED AT THIS EVENT? \_\_\_\_\_

NUMBER OF STAFF TO BE PRESENT \_\_\_\_\_

SPECIFIC REQUESTS \_\_\_\_\_

*Examples: electrical needs, water needs, etc.*

APPLICATION FEE **[\$1000/vendor up to 20' lineal frontage with \$60 per foot beyond 20']**

Space #1: # of Lineal Feet \_\_\_\_\_. Cost for Space #1 \$ \_\_\_\_\_

Space #2: # of Lineal Feet \_\_\_\_\_. Cost for Space #2 \$ \_\_\_\_\_

Total Enclosed:

Before mailing, please be sure to include the following information. Incomplete applications will not be accepted.

- Menu with prices
- Secondary menu with prices
- Photos of merchandise & booth set up
- Number of staff to be present
- NYS Sales Tax Certificate
- Wyoming County Health Department Permit
- Application fee: payable by check to **Perry Fireman Community Center, Inc.**
- Self-addressed, stamped envelope
- Non-profit proof (if applicable)
- Request for electrical access, water access, or other specific needs
- Signature at bottom of application
- General Liability Insurance in the amount of \$1,000,000/\$2,000,000 must be secured.

Please list

The following on the insurance:

- a) Arts Council of Wyoming County, 31 South Main Street, Perry, New York 14530
- b) Village of Perry, 46 North Main Street, Perry, New York 14530
- c) Perry Fireman Community Center, Inc., 67 Buckland Avenue, P.O. Box 243, Perry, NY 14530
- d) Perry Rotary Foundation, Inc., P.O. Box 339, Perry, New York 14530

## FESTIVAL RULES & INFORMATION

- ◆ NO smoking
- ◆ NO pets
- ◆ NO refunds
- ◆ Vendors must remain open and on-site until 5 p.m. each day
- ◆ No free consumables (bottled water, beverages, or food products)
- ◆ Vendors must be registered with the Wyoming County Health Department and obtain all necessary permits  
Food permits may be obtained by visiting the following website  
<https://www.wyomingco.net/FormCenter/Environmental-Health-5/Application-for-Permit-to-Operate-102>
- ◆ No handmade signs
- ◆ Generators: a) If using a generator, it must operate under 70 decibels b) no construction grade generators c) nothing that supplies 220, d) No refueling of generator while running, e) Must have proper fire suppression supplies
- ◆ Booth subject to health & fire code inspection
- ◆ Once the menu items are submitted and accepted as listed in this application vendors are not allowed to add menu items not previously approved.

Any violations of any of these rules may result in the removal of the vendor from the show without any refund. The Letchworth Arts and Craft Show reserves the right to make all decisions as to violations and removal.

## SET UP & TEAR DOWN PROCEDURES

- ◆ Vendors must provide their own table, chairs, tent, garbage receptacle
- ◆ Vendors may begin setup as early as 5 a.m., but commit to being setup by 8:30 a.m.
- ◆ All vendor personal vehicles must either be removed from the site by 8 p.m. each night unless  
given special permission to remain by Dave Laraby or Jacquie Billings
- ◆ Free shuttle transportation to and from designated parking will be provided within the hours of shuttle operation
- ◆ You will receive a map, unloading pass, & setup information including booth location approximately one week prior to the event
- ◆ Vendors shall leave the space as they found it.

The exhibitor agrees to indemnify and hold harmless a) Arts Council of Wyoming County, 31 South Main Street, Perry, New York 14530, b) Village of Perry, 46 North Main Street, Perry, New York 14530

c) Perry Fireman Community Center, Inc., 67 Buckland Avenue, P.O. Box 243, Perry, NY 14530

d) Perry Rotary Club, P.O. Box 103, Perry, New York 14530 e) any and all volunteers of the Letchworth Arts & Crafts Show, including but not limited to members of the Perry Fire Department, Perry Fireman Community Center, Inc. and the Perry Rotary Club, from and against any loss or expense by reason of any liability by or upon the sponsors for damages because of bodily injuries, at any time resulting there from accidents sustained by any person or persons on account of damage to property rising out of or in consequence of the Letchworth Arts & Crafts Show, whether such injuries to persons or damage to property are due or claimed to be due to any negligence of the sponsors, their agents, servants, or employees.

By signing this application, the applicant acknowledges that he/she has read the rules and information sheet and agrees to abide by the terms and conditions therein. The applicant further acknowledges that all decisions of the Letchworth Arts & Crafts Show committee are final. Applications may be rejected for any reason whatsoever and exhibitors can be asked to leave the festival, with no refund given, if they are found in violation of any festival rules.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Application Deadline: August 30, 2021

Please make checks payable to: Perry Fireman Community Center, Inc.

Mail to: Perry Fireman Community Center, Inc, Attn: Tom McLaughlin, P.O. Box 243, Perry, New York 14530

For more information: [artswyco.org](http://artswyco.org)

Contact: Tom McLaughlin – email: [tm1714530@gmail.com](mailto:tm1714530@gmail.com) Phone: 716-462-7282