

# LETCHWORTH ARTS & CRAFTS SHOW

## FOOD & BEVERAGE VENDOR APPLICATION

SATURDAY OCTOBER 7, 2023 – MONDAY OCTOBER 9, 2023

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

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

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

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

EMAIL \_\_\_\_\_

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

NUMBER OF STAFF TO BE PRESENT AT PEAK AND AT MINIMUM \_\_\_\_\_

LAYOUT DETAILS \_\_\_\_\_

\_\_\_\_\_  
*Examples: electrical needs (including specific equipment and voltage/amperage), water needs, etc.*  
SPECIFIC REQUESTS \_\_\_\_\_

\_\_\_\_\_  
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APPLICATION FEE: **[\$1000/20 feet front, please also provide depth request]**

Please provide **exact** dimensions requested: \_\_\_\_\_

**General Liability Insurance in the amount of \$1,000,000/\$2,000,000 must be secured and submitted with application.** Please list ACWC (31 S. Main Street, Perry, NY 14530). Village of Perry (46 North Main Street, Perry, NY 14530), Perry Firemen's Department (PO Box 243, Perry, NY 14530), Perry Rotary Club (PO Box 103, Perry, NY 14530) as additional insured.

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**
- Application fee: payable by check to Perry Fire Department**
- Wyoming County Health Permit**
- General Liability Insurance with all additional insured listed per above**
- Self addressed, stamped envelope
- Non-profit proof (if applicable)
- Request for electrical access, water access, or other specific needs**
- Signature at bottom of application

**Accurate electricity needs are required to be submitted for approval. Please supply the exact type of plug and number of plugs desired (though not guaranteed). E.g. 3 - 120V plugs or 1 = 220V, 30 amp. If you are unsure what type of service you require please email a photo of your plugs to [sdeaton@villageofperry.com](mailto:sdeaton@villageofperry.com) . There will be a \$100 fee for any vendor who requires different electricity provisions than submitted with this application. There is no guarantee that changes can be made and no refunds of application fee will be awarded if vendor does not have adequate electric access.**

## FESTIVAL RULES & INFORMATION

- ◆ **No vehicle access or traffic will be allowed between 8:30am and 6pm unless altered by security and management**
- ◆ No smoking
- ◆ No pets
- ◆ No refunds
- ◆ You must remain setup until 6pm time each day
- ◆ No free consumables (bottled water, beverages, or food products)
- ◆ Must be registered with the Wyoming County Health Department  
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
- ◆ If you plan to use a generator understand that noise is a critical factor. 70 decibels or less is acceptable. Please provide a manufacturer's specification sheet to us as proof of compliance. No construction generators.
- ◆ No refueling of generator while running
- ◆ All vendors must have food grade potable water hose, per health department
- ◆ Must have proper fire suppression supplies
- ◆ Booth subject to health and fire code inspection

## SET UP & TEAR DOWN PROCEDURES

- ◆ Vendors must provide their own table, chairs, tent, garbages for preparation and customers, etc. Please maintain your booth and the area in front of your booth throughout the festival
- ◆ Vendors may begin setup as early as 5am, but commit to being setup by 8:30am. **No vehicles will be allowed in the festival after 8:30am**
- ◆ All vendor personal vehicles must be removed from the festival by 8pm
- ◆ You will receive a map, unloading pass, 2 parking passes, & setup information including booth location approximately one week prior to the event

The exhibitor agrees to indemnify and hold harmless the Letchworth Arts & Crafts Show & Sale 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: May 31, 2023 **with all required information listed on previous page.**

Please make checks payable to: Perry Fire Department

Mail to: PO Box 243, Perry, NY 14530

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

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