



Downtown Committee of Syracuse, Inc.  
 115 W. Fayette Street  
 Syracuse, NY 132023  
 (315) 422-8284  
 Bethany Holbrook, Food Vendor Coordinator

Friday, July 26 through Sunday, July 28, 2019  
 Friday 10 am to 6 pm; Saturday & Sunday 10 am to 5 pm  
 Columbus Circle, Downtown Syracuse

## 2019 Food Concession Application

**Application Deadline - March 1, 2019, 5 pm**  
**No Exceptions**  
 Application must include a photo of your booth.

**Payment Deadline - May 1, 2019, 5 pm**  
**No Exceptions**

### Notification of Acceptance by April 5, 2019

#### Food Classifications

#### Fees

	<u>Without Power</u>	or	<u>With Power</u>	+	<u>Refundable Cleaning Deposit</u>
<b>Food Vendors offering hot or cold prepared foods -</b> such as (but not limited to) hot dogs, burgers, chicken, sausage, steak, gyros, kettle corn, popcorn pizza fried dough, roasted nuts, ice cream, snow cones, slush drinks, fruit salads, etc.	\$525		\$575		\$200
<b>Vendors offering packaged food items -</b> such as (but not limited to) vinegars, oils, sauces, jams, drink mixes, herbs, seasonings, dried fruits, candy, etc.	\$375		\$425		

#### Electrical Power

Please indicate on the application if you require electrical power. You must supply your own extension cords and power strips. Generators are not desirable. No water connections are available; but an outdoor spigot may be used.

#### Insurance

You must carry and provide proof of comprehensive general liability with coverage of not less than \$1,000,000 single limit, active during the term of the event. If accepted, you will need to submit a certificate of insurance indemnifying and holding harmless the Downtown Committee of Syracuse and the City of Syracuse, and their agents, officers, and employees from all claims from damage to property or bodily injury, including death, which may arise out of any permission issued herewith. The Downtown Committee and the City of Syracuse must be named the insurance certificate holders, and listed as additional insured. This policy shall not be terminated or canceled prior to July 28, 2019.

#### Permits

The right to operate a concession in Syracuse is contingent upon the approval of a number of City and County Departments. If you have a license to vend food and/or beverages in Syracuse, please indicate that on your application. It is not required. If you do not have a current license, you may obtain the following in order to be eligible:

- 1. Temporary Food Service Permit** – All vendors of prepared foods (see classifications above) are required to have a permit from the Onondaga County Health Department. Contact them at (315) 435-6607 or by going to <http://www.ongov.net/health/communitysanitation.html> Click on Temporary Food Permit to download an application. Vendors of pre-packaged food items do not require a permit, however vendors offering food samples will need a permit. From the above website, click on Promotional Food Service Permit to download the application.
- 2. Propane Permit** - If propane is to be used in the preparation of food, contact the Syracuse Fire Department, Fire Prevention Bureau at (315) 448-4777, Room 200 City Hall Commons (corner of E. Washington & S. Warren St.). A UL listed, currently tagged and inspected, 2-1/2 lb. ABC fire extinguisher is also required. An application can be printed by going to [http://www.syracuse.ny.us/Documents\\_and\\_Forms.aspx#Fire](http://www.syracuse.ny.us/Documents_and_Forms.aspx#Fire) Click on Propane Permit.

#### Upon Acceptance, you will be required to submit by May 1, 2019:

- Copy of your temporary food service permit from the Onondaga Co. Health Dept.
- Copy of your propane permit if required
- Copy of your certificate of insurance
- Booth fee and cleaning deposit



## Food Vendor Regulations

The Syracuse Arts & Crafts Festival is a nationally-ranked fine art and craft show and we will hold food vendors to the same high standards as the arts and crafts exhibitors.

The Following rules and regulations apply to all food vendors:

1. Show hours are 10 am to 6 pm on Friday and 10 am to 5 pm on Saturday & Sunday. Vehicles must be removed from the Festival area during these times.
2. Vendors of prepared foods must place tarps on the floor of your booth and sidewalk areas at all times to keep grease and food from the pavement. Failure to tarp your booth space will result in automatic forfeiture of your cleaning deposit.
3. Cardboard boxes must be broken down and tied together at the end of each day.
4. Vendors must bring their own trash cans. Trash cans on the premises are not for vendors' use.
5. Vendors must comply with all Onondaga County Health Department regulations.
6. Vendors must comply with all Syracuse Fire Department regulations.
7. You will be supplied with a Vehicle Identification card. This must be visible on the dash of your vehicle for the duration of the Festival.
8. You are responsible for keeping your area clean and sanitary at all times.
9. Acceptance to participate this year does not guarantee acceptance in subsequent years.
10. Vendor spaces cannot be reserved. Placement is not guaranteed from one year to the next, and are subject to change.

Failure to comply with the regulations outlined above could result in the forfeiture of your cleaning deposit, or the right to participate in future years.



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115 W. Fayette Street
Syracuse, NY 132023
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2019 Food Concession Application

PLEASE PRINT

Name [input field]

Name of Concession [input field]

Address [input field] City [input field] State [input field] Zip [input field]

Daytime Telephonenumber [input field] Email [input field]

Do you have a current City of Syracuse vending license? (Not required) [input] Yes [input] No

Vehicle you will use to enter the festival area [input] Truck [input] Van [input] Auto [input] Food Truck

Make/Model [input field] License Plate # [input field]

Food Vendor Classification (See Food Classifications on page 1)

[input] Food Vendor offering prepared foods \$525 without power; \$575 with power
[input] Number of 20' x 20' spaces requested (Limit - 2)

[input] Vendor offering packaged food items \$375 without power; \$425 with power
[input] Number of 10' x 10' spaces requested (Limit - 2)

List all items of food and beverage to be sold, or attached list. [input field]

[Three empty input fields for listing food items]

Booth - Description of your booth. A CURRENT PHOTO IS REQUIRED WITH ALL APPLICATIONS.

Prepared Food Vendor spaces are 20' x 20'. Packaged Food Vendor spaces are 10' x 10'

Booth Dimensions: [input] Length [input] Width [input] Height

Check One: [input] Tent [input] Cart [input] Food Truck

Power Required? [input] Yes (If yes, complete page 2) [input] No, don't need it [input] No, bringing my own generator

I hereby agree to comply with the regulations for this event as outlined in the attached letter or as expressed by representatives of the Downtown Committee of Syracuse, Inc., the City of Syracuse, or the County of Onondaga. Acceptance to participate this year does not guarantee acceptance in subsequent years. Booth locations are subject to change and corner spaces are not guaranteed.

[Two empty input fields for signature and date]

Applicant Signature

Date

Application Deadline: March 1, 2019 - Application must include current photo of your booth.

Submit to: Downtown Committee of Syracuse, 115 W. Fayette Street, Syracuse, NY 13202

