



2023 Food Concession Application

Friday, July 28 through Sunday, July 30, 2023
Friday 10 am to 6 pm; Saturday & Sunday 10 am to 5 pm
Downtown Syracuse

Downtown Committee of Syracuse, Inc.
115 W. Fayette Street
Syracuse, NY 13202
(315) 422-8284

Application Deadline - April 28, 2023, 5 pm
No Exceptions
Application must include a photo of your booth.

Payment Deadline - May 31, 2023, 5 pm
Payment due upon acceptance
No Exceptions

Notification of Acceptance by May 8, 2023

Food Classifications

Food Vendors offering hot or cold prepared foods -
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.

***Note: Distilleries and Wineries must apply using the wine vendor application.**

Vendors offering pre-packaged food items -
such as (but not limited to) vinegars, oils, sauces, jams, drink mixes, herbs, seasonings, dried fruits, candy, etc.

Fees (Single Booth)

Without Power	With Power	Refundable Cleaning Deposit
\$550	\$600	\$200

**Single food booths over 20 feet, and up to 30 feet, are subject to an additional \$100 fee.*

\$400 or \$450

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 31, 2023.

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:

- 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 www.ongov.net/health/env/documents/TemporaryFoodPermit.pdf. 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 Promo-tional Food Service Permit to download the application.
- 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 www.syr.gov.net/pdfs/Fire/Propane_Permit_4_2010.pdf.

Upon Acceptance, you will be required to submit by June 30, 2021:

- 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.



Downtown Committee of Syracuse, Inc.
115 W. Fayette Street
Syracuse, NY 13203
(315) 422-8284
Anthony Pham, Food Vendor Coordinator

2023 Food Concession Application

PLEASE PRINT

Contact Name

Name of Concession

Address

City

State

Zip

Daytime Telephone

Email

Do you have a current City of Syracuse vending license? (Not required)

☐

Yes

☐

No

Vehicle you will use to enter the festival area

☐

Truck

☐

Van

☐

Auto

☐

Food Truck

Make/Model

License Plate #

Food Vendor Classification (See Food Classifications on page 1)

☐

Food Vendor offering prepared foods

☐

Number of 20' x 20' spaces requested
(Limit - 2) at \$550* each without power;
\$600* each with power

☐

Single food booths over 20 feet, and up
to 30 feet, are subject to an additional
\$100 fee. Check this box, if applicable.

OR

☐

Vendor offering pre-packaged food items
\$400 without power; \$450* with power

☐

Number of 10' x 10' spaces requested
(Limit - 2)

***Note: Booth Fees for Prepared or Packaged food vendors
are due upon acceptance and should not be submitted with
application.**

☐

Attach a complete list of all food and beverage items to be sold.

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

Booth Dimensions:

Length

Width

Height

Check One:

☐

Tent

☐

Cart

☐

Food Truck

Power Required?

☐

Yes (If yes,
complete page 2)

☐

No, don't
need it

☐

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.

Applicant Signature

Date

Application Deadline: April 28, 2023 ■ Application must include current photo of your booth.

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



If Electrical Power is required, please complete the following information for all equipment to be used and submit with your application.

[illegible]