



2024 Food Vendor Application

Syracuse Arts & Crafts Festival Dates & Times

10:00 am to 6:00 pm | Friday, July 26, 2024

10:00 am to 5:00 pm | Saturday, July 27, 2024

10:00 am to 5:00 pm | Sunday, July 28, 2024

Downtown Committee of Syracuse, Inc.

115 West Fayette Street

Syracuse, NY 13202

(315) 422-8284

Application Deadline - April 22, 2024

Application must include a photo of your booth

No Exceptions

Notification of Acceptance by May 6, 2024

Payment Due Date - June 3, 2024, 5 pm

No Exceptions

FOOD VENDOR CLASSIFICATIONS ☒ Check One

Prepared 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.

☐

Packaged Food Vendors

Including (but not limited to) vinegars, oils, sauces, jams, drink mixes, herbs, seasonings, dried fruits, candy, cookies, etc.

☐

PLEASE PRINT

Name

Name of Concession

Address

City

State

Zip

Daytime Telephone

Email

Booth Dimensions:

Length

Width

Height

Type of Booth

☐

Tent

☐

Cart

☐

Food Truck

Power Required?

☐

Yes (If yes, complete page 2)

☐

No, don't need it

☐

No, bringing my own generator

Vehicle you will use to enter the festival area

☐

Truck

☐

Van

☐

Auto

☐

Food Truck/Trailer

Make/Model

License Plate #

REQUIRED WITH ALL APPLICATIONS:

☐

Current Photo of your booth

☐

Complete list of food & beverage items to be sold

Prepared Food Vendor Fees

☐ Food Booth 10x10 Feet \$550 _____

☐ Food Booth 20x10 Feet \$650 _____

☐ Food Booth over 20 Feet \$700 _____

☐ Electrical Power if needed \$50 _____

☐ Refundable Cleaning Deposit \$200 _____

Total _____

Packaged Food Vendor Fees

☐ Packaged Food Booth 10x10 Feet \$450 _____

☐ Packaged Food Booth 20x10 Feet \$800 _____

☐ Electrical Power if needed \$50 _____

Total _____

DO NOT SUBMIT BOOTH FEES WITH APPLICATION. FEES ARE DUE UPON ACCEPTANCE.

Complete & sign page 2.



Name of Concession: _____

IF ELECTRICAL POWER IS REQUIRED, PLEASE COMELETE THE FOLLOWING INFORMATION FOR ALL EQUIPMENT TO BE USED.

| TYPE OF EQUIPMENT | 1-3 PHASE | VOLTAGE | WATTAGE | AMPERAGE | QUANTITY |
|-------------------|-----------|---------|---------|----------|----------|
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ALL APPLICANTS MUST AGREE AND SIGN BELOW

☐ By submitting this application, you hereby release and forever discharge the Downtown Committee of Syracuse, Inc., the City of Syracuse, the County of Onondaga, all sponsoring organizations, and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damage arising out of your participation in the Syracuse Arts & Crafts Festival. You further consent to the enforcement of all Syracuse Arts & Crafts Festival rules as set forth in the accompanying prospectus and subsequent correspondence. 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 22, 2024

Application must include current photo of your booth and a complete list of food items to be sold.

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

Upon Acceptance, you will be required to submit by June 3, 2024:

- Copy of your propane permit if required from the Syracuse Fire Department
- Copy of your temporary food service permit if required from the onondaga County Health Department
- Certificate of Insurance
- Booth Fee
- Cleaning Deposit (For prepared food vendors only)



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.

Food Vendor Regulations

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 go to www.ongov.net/health/env/documents/MobileUnitPermit.pdf for an application. Vendors of pre-packaged food items do not require a permit.

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, or go to <https://app.yncamino.com/syracuseny/create-user> for a permit application. A UL listed, currently tagged and inspected, 2-1/2 lb. ABC fire extinguisher is also required.

Electrical Power - Please indicate on the application if you require electrical power. You must supply your own extension cords and power strips.

Water Access - No water connections are available, but an outdoor spigot may be used.

Insurance - Food Vendors 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, the City of Syracuse, and their agents, officers, employees and volunteers from all claims from damage to property or bodily injury, including death, which may arise out of any permission issued herewith. The Downtown Committee (115 West Fayette Street, Syracuse, NY 13202) and the City of Syracuse (412 Spencer Street, Syracuse, NY 13204) must be named the insurance certificate holders, and listed as additional insured. This policy shall not be terminated or canceled prior to July 31, 2024.

Cancellation and Refund Policy - Food vendors canceling on or before July 1, 2024, will receive a refund of the booth fee and cleaning deposit. No refunds after this date.

Show Hours - 10 am to 6 pm on Friday and 10 am to 5 pm on Saturday & Sunday. Vendors must commit to operating during these hours. Vehicles must be removed from the Festival area during these times.

Tarps Required - Vendors of prepared foods, with the exception of those utilizing food trucks, must place tarps on the booth floor 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.

Cardboard Boxes must be broken down and tied together at the end of each day.

Trash Receptacles - You must provide trash receptacles for your booth. Trash bins on the premises are not for vendors' use. You are responsible for keeping your area clean and sanitary at all times.

Vehicle ID - You will be supplied with a Vehicle Identification. This must be visible on the dash of your vehicle for the duration of the event.

Acceptance to participate this year does not guarantee acceptance in subsequent years.

Vendor Spaces cannot be reserved. Placement is not guaranteed from one year to the next and is subject to change.

Compliance - Vendors must comply with all Onondaga County Health Department and Syracuse Fire Department regulations. Failure to comply with these and the event regulations outlined above could result in the forfeiture of your cleaning deposit and/or the right to participate in future years.