



Dear Food Vendor,

The organizing committee of the 40th Annual Schuyler County Italian American Festival is pleased to announce that the 2019 dates will be Friday - Sunday, **August 9-11** at Clute Park in Watkins Glen. We hope you will joining us for this popular and exciting event.

We're excited to be celebrating our 40th anniversary this year and are planning an unforgettable event! We're also looking forward to updates at Clute Park that will enhance our festival in future years. The work at Clute Park will begin in the fall of 2019 and continue throughout 2020. This means we will be pausing for one year, returning in 2021.

The number of food vendors and the types of food products offered are limited for your benefit. Your prompt response and our receipt of your full payment or deposit ensures your space. New vendors must submit pictures with your applications.

Food vendor fees will depend on the type of products you offer, the amount of electrical power required and the size of your concession. For past vendors, your application fee will be based on the setup you had in 2018, as stated on the top of your application. If you do not intend to use the same setup, or if you prefer to limit your products offered in order to reduce your fee, inform us immediately and a new application will be forwarded to you based on the setup you prefer.

Electric service used by all food vendors will be limited to a maximum of one 50 amp, 240 volt and one 30 amp, 120 volt circuit. If you cannot operate your concession within this limit you will have to consider an alternate means of power, such as propane gas, for some of your equipment. **Generators are not permitted.**

Deposits are required by June 1, and full payment is required by July 1. Deposits are non-refundable unless your application is declined. Returning vendors will be placed as close as possible to the location you had in 2018.

### **Food Vendor Requirements:**

1. **INSURANCE:** Minimum liability insurance of \$1,000,000 each occurrence and \$2,000,000 general aggregate (including products and completed operations) is required. Both the Village of Watkins Glen and Schuyler County Italian American Festival Inc. must be named as additional insureds, and this must be in evidence on your policy via automatic status or by endorsement. Coverage dates must include the date you arrive to set up through the date your concession is removed from Clute Park. The enclosed sample insurance certificate should be presented to your insurance carrier. The festival is held at a village-owned park, and the village sets the insurance requirements. **INSURANCE CERTIFICATES MUST BE SUBMITTED NO LATER THAN JULY 1, 2019.** Mail your Insurance Certificate to: P.O. Box 65, Watkins Glen NY 14891 or email to [italianamericanfestivalvendors@yahoo.com](mailto:italianamericanfestivalvendors@yahoo.com).

2. **INDEMNIFICATION AGREEMENT:** Please fill out the enclosed Indemnity Agreement. The agreement must be returned with your application and space reservation deposit. The village will not allow us to accept any vendors without this form submitted.

3. **TAX ID NUMBER:** This is also very important and must be listed on the application.

### **4. SPACE RENTALS:**

A) 2019 fees will be based on the space required for your concession, as well as the amount of electric required and the type of products you offer. Your fee will be as stated on your application. A non-refundable deposit equal to half of your fee is required by June 1. We will return your deposit if no space is available. The balance must be received by July 1. Make all checks payable to: Schuyler County Italian American Festival.

B) Fees will be based on spaces with up to 20 feet of frontage. In some cases vendors may be allowed to reserve extra space for an additional fee. Extra space is not guaranteed, and approval will depend on the total number of vendors who submit their applications and down payments by the June 1 deadline. You must be very specific in identifying the size of your setup.

## 5. NYS DEPARTMENT OF HEALTH and VILLAGE OF WATKINS GLEN:

A) Approved New York State Department of Health Permits must be posted in full view in your booth. Vendors are responsible for contacting the Hornell District Office, State of New York Department of Health to get permit forms and other information regarding your concession. The required permit fees must be sent directly to the state Department of Health. Your concession will be inspected by the Department of Health on Friday, Aug. 9, before 1 p.m.

B) Vendors are expected to keep their space clean and neat. The Department of Health requires that you provide dish washing facilities that will keep water and wastes off the ground and maintain a portable liquid waste container. Potable water hoses are also required. A dumping site will be located in the park for your disposal needs.

C) Both the Watkins Glen Village Code Enforcement Officer and Clute Park Manager will be inspecting your site during the weekend and after the festival. The Village has advised us that those who leave wastes on the park grounds will be responsible for all cleanup costs.

## 6. PRODUCTS and EXCLUSIVE RIGHTS:

A) You may sell any soft drinks, juice drinks, water or other non-alcoholic beverages that you choose. You must make your own arrangements for ice, which may be available at the park office. Be sure to make arrangements for your soda and food deliveries prior to opening each day. Once the festival is open, all deliveries will have to be carried to your concession from the parking lot.

B) As a courtesy, we allow the contracted amusement company exclusive rights to popcorn, cotton candy, candy apples and snow cones.

7. SET UP: The park will be open from 9 a.m. – 7 p.m. on Thurs. Aug. 8 for you to set up your space.

8. All concessions must be open during all hours of the festival and for all three days as listed below. No vehicles will be permitted to enter festival grounds for breakdown before 6 p.m. on Sunday.

## **Festival Hours**

**Friday, Aug. 9:** Open at 1 p.m. and close at 11 p.m.

**Saturday, Aug. 10:** Open at noon and close at midnight

**Sunday, Aug. 11:** Open at noon and close at 6 p.m.

Please complete and return the enclosed application and send it, along with a signed Indemnity Agreement, Certificate of Insurance and your deposit as soon as possible. Just a reminder, deposits are required by June 1, and full payment is required by July 1. The festival mailing address is:

Schuyler County Italian American Festival  
PO Box 65  
Watkins Glen, NY 14891

You can contact us via email at: [italianamericanfestivalvendors@yahoo.com](mailto:italianamericanfestivalvendors@yahoo.com) for paperwork submission, or should you have any questions.

Sincere thanks,

Italian American Festival Committee

### **YOUR CALENDAR:**

- ✓ **JUNE 1:** Mail in your application for space; the completed Indemnity Agreement, Certificate of Insurance and your deposit of at least half of the cost of the space you are reserving.
- ✓ **JULY 1:** Deadline to pay the balance of your vendor fee.
- ✓ **AUG. 8:** Festival grounds at Clute Park open for vendor set-up.
- ✓ **AUG. 9-11:** 40th Annual Schuyler County Italian American Festival

**SCHUYLER COUNTY ITALIAN AMERICAN FESTIVAL**

**August 9 – 11, 2019**

**APPLICATION FOR 2019 FOOD BOOTH RENTAL**

**Vendor:** Please fill out the information below and return this application as soon as possible. Once we have this information, we will determine your fee and report this to you. You can then submit a final application and payment.

50% deposit required with Application, Certificate of Insurance and Indemnity Form by May 1  
50% balance due by July 1

Checks should be made payable to: Schuyler County Italian American Festival.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

TELEPHONE: HOME \_\_\_\_\_ BUSINESS \_\_\_\_\_ CELL \_\_\_\_\_

EMAIL ADDRESS (to be used for correspondence) \_\_\_\_\_

- **REQUIRED: YOUR ELECTRICAL NEEDS (BE SPECIFIC):**

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- **REQUIRED: PROPANE USAGE – INCLUDE # OF TANKS, SIZE, and WHERE LOCATED IN BOOTH:**

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- **REQUIRED: THE SIZE OF YOUR SETUP. MUST INCLUDE YOUR TRAILER TONGUE/HITCH IN TOTAL. (SEND PHOTO IF NEW VENDOR OR NEW SETUP.)**

\_\_\_\_\_ FT. WIDE (ACROSS THE FRONT)

\_\_\_\_\_ FT. DEEP (FRONT TO BACK)

PLEASE CHECK ONE:

( ) TENT-NO OUTSIDE STAKES (POPOP OR CARPORT TYPE)

( ) TENT WITH STAKES AND ROPES OUTSIDE OF THE CANOPY

( ) TRAILER - SERVING FROM: ( ) DRIVER SIDE ( ) PASSENGER SIDE ( ) BACK OF TRAILER

TAX I.D. NUMBER \_\_\_\_\_ (REQUIRED).

**YOUR PRODUCTS.** YOU MUST INCLUDE ALL PRODUCTS YOU INTEND TO SELL AND WE RESERVE THE RIGHT TO PROHIBIT THE SALE OF ANY ITEMS THAT ARE NOT LISTED:

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WE WILL BE AT CLUTE PARK ON THURSDAY FROM 9 A.M. - 7 P.M. FOR SETUP. WE PREFER THAT YOU ARE SET UP BY THURSDAY EVENING TO AVOID LAST-MINUTE CONFUSION. WE WILL PROVIDE OVERNIGHT SECURITY ON THURSDAY, FRIDAY AND SATURDAY NIGHTS.

PLEASE INDICATE THE DAY AND TIME YOU INTEND TO ARRIVE AT THE PARK TO SET UP.  
THURSDAY AT \_\_\_\_\_

PLEASE RETURN YOUR INDEMNITY FORM, CERTIFICATE OF INSURANCE, THIS APPLICATION AND YOUR PAYMENT TO:

**Schuyler County Italian American Festival**

**P.O. Box 65**

**Watkins Glen, NY 14891**

**IN ORDER TO RESERVE A SPACE, WE MUST RECEIVE FULL PAYMENT BY JULY 1.**