



Food/Produce/Beverage Vending Application

Taste NY Auburn Regional Market

June 8 – October 26, 2019 (21 weeks)

Saturdays, 9AM - 2PM

NYS Equal Rights Heritage Center

The City of Auburn and the Downtown Auburn BID are pleased to invite you to participate in the Taste NY Auburn Regional Market. There will be live music, artisans, plus produce and plants, food and beverage sales. The event will be outdoors at the NYS Equal Rights Heritage Center, 25 South Street, and Lincoln Street, in downtown Auburn.

All food vendors will keep 100% of sales as this is an opportunity for you to showcase your best products and to market your business to the community at large. Please share literature at the event as it is designed to promote your business. This event will be held rain or shine.

2019 REGISTRATION REQUIREMENTS

For the inaugural year of the Market, **vendor registration fees have been waived**. Of the items sold at the Market, 80% or more of a vendor's items need to be home grown, homemade or home baked. Farmers are selling food they produce directly to consumers on a seasonal basis. There is no guarantee that by submitting an application you will be approved.

All applicable food safety regulations, both state and local, must be adhered to at all times. All applicable licenses and permits for products sold must be obtained and kept current. Copies of applicable permits and licenses will be kept on file. The collection and disbursement of sales tax, where applicable, are the sole responsibility of the vendor.

Participating food vendors must obtain a Temporary Food Service Permit from Cayuga County Health Department in advance of the event (unless vendor already has an Annual Food Service Permit issued by Cayuga County Health Department). This permit must be displayed at all times during the event.

A PDF of the application is attached or can be downloaded at:

http://www.cayugacounty.us/Portals/0/environmental/temp_food_application.pdf

You must return the original completed Temporary Food Service Application, required supporting documentation and check for \$30, to Cayuga County Health Department, 8 Dill Street, Auburn. (Entrance

is located near the old Bank of America drive-thru.) If you have questions about the County's food permit, please contact Duane Ross at 315-253-1536, or other County staff in that department.

Please email courtney@auburndowntown.org, mail, or hand-deliver the following documentation ATTN: **Courtney Kasper, NYS Equal Rights Heritage Center, 25 South Street, Auburn, NY 13021:**

1. Completed **registration form**.
2. **Food & Beverage Vendors & Food Trucks Only:* Copy of **Certificate of Liability Insurance (COI)** with \$1,000,000 coverage listing the **City of Auburn and the Downtown Auburn BID** as additional insured under Certificate Holder for the entire season (21 Saturdays starting June 8) or weekly anticipated Saturdays of participation.
3. **Food Trucks Only:* On the **COI** under **Description of Operations/Locations/Vehicles:** Please state name of the **event**, the event **date(s) & location**.
4. Read, sign, and date City of Auburn **Hold Harmless Agreement**.
5. Copies of applicable **permits and licenses** where necessary.

If you have any questions, please contact **Courtney Kasper** at **315-258-9820** or email courtney@auburndowntown.org

Food Vending Equipment Requirements

Fuel containers must be of an approved type & properly secured, and deep fryers approved. All food vendors must have a **type ABC inspected fire extinguisher**, and those with a **fryer** need a **type K** fire extinguisher, **inspected within the past year**. There will be a fire inspection all 21 Saturdays of the Market.

Alcohol Vending NYSLA Liquor License & Event Permit

Alcohol vendors need to submit proof of their **NYS Liquor License & NYSLA Event Permit** if serving beverages off-premise: <https://sla.ny.gov/permits-available-online>. For an open-container event, all beverages must be served in **plastic cups**.

Booth Spaces

Booth spaces are approximately **10-feet wide by 10-feet deep**, available to vendors. Food truck vendor spaces are approximately **30-feet wide by 15-feet deep**. All exhibitors are expected to bring their own display units, materials, tables, chairs, tents, panels, covers, fire extinguisher, etc. Vendors are encouraged to bring a 10' x 10' pop-up tent. Vendors are responsible for keeping booth(s) clean and orderly during and after the show, including removal of trash. **If electricity is needed, a \$25 fee will apply per each date needing electricity.** Checks can be written to the Auburn Downtown BID; cash will also be accepted prepaid or day of the event. Otherwise, please bring a generator if you need power. Then, let us know the type (gas) and wattage of the generator prior to the event. Smoking will not be permitted in Market area or on NYS ERHC facility grounds. City will provide public trash and recycling containers.

Set-up on Saturdays, June 8 – October 26, 2019 between 7:30-8:30AM All vendors must sell for the duration of the Market day, unless the vendor sells out of product. Exceptions must have prior approval.

Saturday 2019 Market Event Dates (21 weeks)

Please check all that apply:

JUNE

- June 8 – Opening Day
- June 15 – Juneteenth
- June 22 – City of Auburn Summer Sizzlin’
- June 29 – LGBTQIA Pride Celebration

JULY

- July 6
- July 13
- July 20 – Harriet Tubman Strawberry Stroll
- July 27

AUGUST

- August 3
- August 10 – Founder’s Day

- August 17
- August 24
- August 31

SEPTEMBER

- September 7 – TomatoFest
- September 14
- September 21
- September 28

OCTOBER

- October 5
- October 12
- October 19
- October 26 – Closing Day Fall Festival

Food/Beverage Vending

Taste NY Auburn Regional Market

REGISTRATION FORM

Business _____

Name _____ Address _____

Cell _____ Email _____

I plan on selling/serving the following food/beverage items (if known at this time): _____

VENDOR AGREEMENT (Please read and sign)

As a vendor, I agree to the requirements outlined above. The undersigned will indemnify the City of Auburn safe from any and all liability arising out of the action taken by the undersigned or any third party in conjunction with the use or occupancy of the space assigned to the exhibitor, whether such liability be the result of the negligence, active or passively of the undersigned, its officers, agents & employees and from all cost & expense including attorney's fees incurred in litigation or handling of such claims.

Nothing contained in this agreement or in any prior or any subsequent negotiations shall entitle the exhibitor to any specific space and the City of Auburn, retains the right to position the vendor space with regard to the overall event plan, to make any necessary changes therein. I have read the vendor requirements and I agree to abide by them. I agree that the City of Auburn and Downtown Auburn BID will not be held responsible for any theft or loss of property.

Vendor Signature: _____ **Date:** _____

HOLD HARMLESS AGREEMENT

_____ does hereby covenant and agree to defend, indemnify, and hold harmless the City of Auburn from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of (check one):

- Casey Park Facility
- Hoopes Park Facility
- Market Street Park Facility
- Showmobile
- Other Facility: _____
- Special Event (Please specify): _____

Property, facilities, and/or services by the City of Auburn and/or the activities, functions, events, affairs, or proceedings of _____ on _____.
(Requestor) (Date of facility usage)

DATE: _____

CITY OF AUBURN

By: _____

By: _____