# CANANDAIGUA ART & MUSIC FESTIVAL
## July 14-16, 2017
### *FOOD TRUCK VENDOR IMPORTANT INFORMATION and REQUIREMENTS*

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| **EVENT HOURS** | Hours of Operation are: 12-7pm Friday, 10am-5pm Saturday & Sunday. |
| **PARKING** | Call upon arrival for parking assignment:<br>Festival Director Nicole Mahoney (585) 451-0050 or<br>Festival Coordinator Camille Zess (585) 752-2661<br><br>Food Truck Vendor agrees to comply with Festival parking regulations. |
| **POWER SOURCES** | Electric may be available, on a limited basis. $25 flat fee for electric usage is required. Food Truck Vendor must supply ALL 12-gauge outdoor electrical extension cord(s) that is needed for each booth. Food Truck Vendor may provide propane, butane, or other heat source provided it meets fire marshal approvals. The use of generators must be approved in advance, in writing, by CAMF. |
| **SIGNS** | Food Truck Vendor shall prominently post a sign(s) listing prices of all items being sold. |
| **CHECK-IN** | Food Truck Vendor must be set up 1 hour prior to festival start time on the day(s) of participation. Food Truck Vendor is required to sign in with Festival Manager prior to setting up and occupying the site. |
| **CHECK-OUT** | Food Truck Vendor must be vacated within 1 hour of the official festival end time. On the final day of festival participation, Food Vendor is required to contact Festival Manager prior to leaving the festival site. |
| **FEES & REQUIRED DOCUMENTS** | There is a base fee per day versus 15% of sales, whichever is greater.<br>**Base Fees:**<br>**Friday, July 14 - $125**<br>**Saturday, July 15 - $175**<br>**Sunday, July 16 - $100**<br>**Full Festival Discount (all 3 days) - $350**<br><br>Along with your site fee, please submit copies of the following:<br>• 2017 Ontario County Health Permit<br>• New York State Tax Certificate<br>• Workers' Compensation in accordance with the laws of New York State |
| **SALES** | Food Truck Vendor must provide to Festival Manager a summary of daily sales on the last day of participation. |
| **HEALTH PERMIT** | The City of Canandaigua is in Ontario County. A PERMIT IS REQUIRED FROM THE ONTARIO COUNTY HEALTH DEPARTMENT TO SERVE FOOD AT THE FESTIVAL. It is Food Truck Vendor's responsibility to contact the health department (315-789-3030) for vending food. For more information see Terms & Conditions. |

**Canandaigua Art & Music Festival 2017 | 56 N Main Street, Pittsford, NY 14534**
**Phone: 585-394-0787 x2 | Email: colleen@breaktheicemedia.com**

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# FOOD TRUCK VENDOR TERMS & CONDITIONS

**MENU AND PRICE**

Food Truck Vendor shall sell the food described at the prices listed on the attached, approved Food and Beverage Application.

Canandaigua Art & Music Festival (CAMF) reserves the right to limit the types of food and drink offered for sale to ensure variety and eliminate repetition. Any changes to the submitted menu must be made in writing and approved by CAMF. Violation of this procedure will result in booth closure.

**"OFFICIALS"**

Canandaigua Art & Music Festival may have a series of "Official" food, drink, and other product sponsors. To support and protect these sponsors, Food Truck Vendor will be required to sell the "Officials" and cannot sell a similar product. In addition, Food Truck Vendor will be required to purchase these "Officials" from the Festival suppliers. Details of "Officials" will be provided to Food Truck Vendors at a later date.

**SALES**

Food Truck Vendor must provide to Festival Manager a summary of daily sales on the last day of participation.

**TAXES**

Food Truck Vendor shall be solely responsible for the payment of New York sales tax. A copy of your "New York State Certificate of Authority" must be displayed in your booth. Food Truck Vendors will not be allowed to participate without this certificate.

**FOOD TRUCK VENDOR OPERATIONS**

Food Truck Vendors are required to have personnel present to operate their booths continuously during the official operating hours of the event. No vendor may open later or close earlier without prior approval of Festival Manager. In case of inclement weather or other problems, CAMF will determine if official operating hours should be shortened.

CAMF requires all Food Truck Vendors to operate their businesses in a professional manner. All Food Truck Vendors' on-site personnel must wear appropriate attire. At the discretion of the Festival Manager, a Food Truck Vendor who does not conduct himself, his agents, or his employees in a professional manner may be expelled from the Event.

Food Truck Vendors may not hawk, peddle, sell, or advertise outside of their assigned areas. This will be strictly enforced.



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**INSURANCE**

Food Truck Vendor agrees to file with CAMF no later than 15 days prior to the start of the Festival a Certificate of Insurance with proof of the following coverages:

1. General Liability in minimum limits of $1,000,000
2. Products Liability in minimum limits of $1,000,000
3. Workers' Compensation in accordance with the laws of New York State

Insurance Certificate listing Break The Ice Media and DCBMA as additional insured (BOTH listed separately)

Downtown Canandaigua Business Management (DCBMA)
Canandaigua Art & Music Festival
115 South Main Street
Canandaigua, NY 14424

Break The Ice Media
Canandaigua Art & Music Festival
56 North Main Street
Pittsford, NY 14534

Break The Ice Media and DCBMA shall be listed as additional insured for the duration of each Event.

The foregoing coverages and limits are to be considered as minimum requirements. This insurance shall be issued in a company or companies licensed to do business in New York State and shall provide for written notification to Break The Ice Media and DCBMA 30days prior to termination or restrictive amendment.

**LICENSES**

Food Truck Vendor shall obtain all permits necessary to serve food at The Canandaigua Art & Music Festival.

**PERMITS & LAW**

A PERMIT IS REQUIRED FROM THE ONTARIO COUNTY HEALTH DEPARTMENT TO SERVE FOOD AT THE FESTIVAL. It is Food Truck Vendor's responsibility to contact the health department (315-789-3030) for vending food. A copy of the Ontario County Health Department permit shall be given to DCBMA no later than 15 days prior to the start of the Event, and shall be prominently displayed in Food Truck Vendor's booth during the Event.

Food Truck Vendor agrees to adhere to all City, County, State, and/or Federal health, labor, safety, and all other applicable laws and regulations.

**FOOD TRUCK VENDOR INFORMATION**

Food Truck Vendors are restricted from selling products that compete with Festival sponsors. The names of Festival-sponsored food, beverage, and other products will be provided at a later date.

Concerning Health Permits: if your food booth has health violations, this may result in a fine and/or booth closure.



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