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**IRONDEQUOIT
RECREATION**
PEOPLE · PARKS · PROGRAMS



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TOWN OF IRONDEQUOIT 2019 JULY 4TH COMMERCIAL VENDOR APPLICATION

Vendor Name: _____ **Contact Name:** _____

Phone(s): _____ **Email:** _____

Address: _____ **State:** _____ **ZIP:** _____

Event Dates: Wednesday & Thursday
July 3 and 4, 2019
11:00 am – 9:00 pm (Festival runs till 11pm)

| |
|-------------------------|
| TO BE PRESENTED: |
| 1. _____ |
| 2. _____ |
| 3. _____ |

Booth Location Will Be Determined By the Committee
(Please confirm the size of space you are requesting below)
\$400 10X10 Space

Make checks payable to: “Irondequoit July 4th Celebration” **PLEASE RETURN by April 5, 2019**
NO REFUNDS

Mail to: Town of Irondequoit
July 4th Committee, Craft Fair
154 Pinegrove Avenue
Rochester, NY 14617
(585) 336-6070

I understand that if this application is withdrawn, a processing fee of \$75 will be charged.

_____ **Date** _____ **Authorized Signature**



Town of Irondequoit, 4th of July Celebration

Dear Artisan/Crafter, we would love to have you return for the 2019 July 4th Celebration & Craft Fair! Enclosed, please find an **Application** for this years' festival on July 3rd & July 4th, 2019.

JULY 4TH IMPORTANT INFORMATION:

- Dates are July 3rd & 4th, 11am – 9pm/Crafter Hours (the festival hours are 11am - 11pm & Crafters will have the option to leave at 9pm or stay till 11pm if you'd choose)
- All applications submitted by April 5th, 2019
- Notification of Space Location by June 28th, 2019 (Please Note: our committee determines spaces for crafters. A space is **not guaranteed**, and all decisions are FINAL, no exceptions!!)
- Set up date starting July 2nd, between 3pm & 7pm (subject to change as we get closer to July)
- On-site security July 2nd & July 3rd from 9pm – 6am for set-up space & canvas only. Items for sale should not be left in spaces.
- Prior to July 4th, we will require a completed Waiver of Release and Emergency Contact Form.
- Any questions email: specialevents@irondequoit.org

APPLICATION CHECKLIST:

- Completed and signed Application (attached)
- Separate check for RV and corner spaces. In the event either is no longer available, your check will be returned to you.
- Photos and written description of your work.
- Payment to reserve your spot.

We accept checks, money orders, Visa & Mastercard

PLEASE NOTE: Submission of this application & payment does not guarantee your spot in the craft fair. You will be notified if you are selected. For those not selected, payment will be returned to you.



2019 Irondequoit July 4th Celebration Vendor Policy and Regulations

The 2019 4th of July Celebration will be open to the public from 11:00am – 11pm, Wednesday, July 3rd and Thursday, July 4th, 2019. **All Vendor booths must be open during the hours of the event. Crafter will have the option to close at 9pm.**

SET UP TIMES:

Monday, July 1st: TBD

Tuesday, July 2nd: 3pm- 7pm (crafters can start set-up)

Wednesday, July 3rd: 7am (many crafters set-up this day, must be set up for an 11am start time)

****Please Note: These times are subject to change****

Food Vendor Set-up must be completed by 3pm Tuesday, July 2nd (Crafter Set-up completed by July 3rd, before 11am) and all vendor set-ups must be removed by Noon on Friday, July 5th

1. Vendor(s) assume the responsibility to apply to the Monroe County Health Department for a permit to operate a food/beverage concession. A copy of the application must be filed with the Health Department and the Town of Irondequoit Parks and Recreation Department, 30 days or more, prior to the opening of the event.
2. Vendor(s) will be:
 - (a) Subject to inspection by the Monroe County Health Department. A temporary establishment may not be operated until a compliance inspection is completed and a permit is issued.
 - (b) Required to comply with all regulations applicable to temporary food establishments including Certified and Handling Course.
 - (c) Subject to frequent inspections by the Event Committee.
 - (d) Required to cover all food preparation equipment that will be left out overnight.
 - (e) Required to use ONLY culinary hose as approved by the Monroe County Health Department, when drawing water to the cook tent/trailer.
3. Vendor(s) assume the responsibility to advise the Site Manager, in writing, of any special electrical needs, **14 DAYS prior to the event**. Conventional 3-pin outlets only, available. The Town DOES NOT supply connectors for appliances. All extension cords must be heavy duty, 14 gauge, 3-pin grounded with all pins intact, for outside use, and are to be supplied by the Vendor. Other extension cords, inside, home use, will not be allowed. The Vendor is responsible for ALL electrical connectors necessary to receive power from the Town provided service.
 - (a) Electric cords and wiring shall not be placed directly on the ground unless properly protected from physical damage, and shall be placed so as not to create a tripping hazard.

4. Vendor(s) are to have an approved first aid kit in their booth. Cooking booths shall have a minimum 20 BC-rated fire extinguisher for each cooking surface and one Class K extinguisher for each deep fryer. Fire extinguisher shall show proof of inspection within the last 12 months and contain sodium bicarbonate or potassium bicarbonate.
5. Vendor(s) are required to prepare and empty their vending space within the times designated by the Department and/or the staff person in charge. **Food Vendor: Set-up must be completed by 3pm Tuesday, July 2nd, 2019 (Crafters: Set-up must be completed before 11am on July 3rd, 2019) and must be removed by Noon on Friday, July 5th, 2019.** The Event Chairman must approve any variation from this schedule, in advance.
6. Vendor(s) vehicles are to be parked ONLY in the designated parking area with a parking pass attached to the rear view mirror.
7. Vendor deliveries can be made by vehicle **prior to 10am daily.**
8. When setting up their booth(s) and/or installing appliances, Vendors must take care so that:
 - (a) Cooking appliances shall be isolated from the public by at least four (4) feet or a suitable barrier placed between the device and the public. Cooking appliances shall be installed per the manufacturer's instructions. Non U. L. listed appliances shall have clearances to combustibles of not less than 36" at the back and sides and 48" at the front.
9. Vendor(s) are responsible for all damages to their assigned area. The following costs will be assessed for damage to the following: Electrical System and Material Cost plus labor at \$50/hour.
10. Vendor(s) are to provide their own grease barrels. Vendor(s) disposing of grease and oils or other garbage in the grass, bushes, woods, or toilets will be subject to immediate closure.
11. Vendor(s) using propane must follow all regulations of the Irondequoit Fire Code and the Monroe County Health Department. Tanks are to be secured/chained together in a fenced-in area.
 - (a) Hose and fittings shall be free from leaks (subject to testing by fire department personnel).
 - (b) Only rubber hose stamped "Approved for L.P. Gas" or rigid black pipe shall be used to transport gas from tank to appliance. Rubber hose must be kept off ground and protected from damage.
 - (c) Propane tanks shall be shut off whenever booth is shut down or unoccupied.
12. Vendor(s) are required to remove all materials located in their assigned space within the time specified by the Department. The space must be left in the condition in which it was found.
13. Vendors(s) are required to keep their entire space, including that space outside the tent directly behind their inside space, free of garbage, litter and paper. Vendors must respond to Town of Irondequoit Staff regarding this requirement.
14. Vendor(s) hereby agree that in the public interest and because of the nature of event, the prices charged for all services rendered or goods supplied (including food and beverages sold by the Vendor(s)) shall be submitted and approved by the Event Chairman or his Designee. The Vendor(s) understands and agrees that the Chairman or his Designee has the authority to reduce such prices to a reasonable amount.
15. Vendor(s) are assigned specific Vendor space. Any deviation from that space must be approved by a member of the Event Staff.
16. Vendor(s) will be advised of space sizes available during the selection process. Unless otherwise noted, it will be presumed that Vendor(s) will provide service from only those spaces as provided by the event.
17. The Department of Parks and Recreation does not provide labor to unload/load trucks.

18. The Department of Parks and Recreation does supply Vendor booths. A booth may be rented from the Town at a charge of \$10.00 each per day. Booths must be requested at time of application.
19. Only CARBONATED & NON-CARBONATED products, in plastic containers, as determined by the Town, may be sold.
20. The Bureau of Recreation Staff may check any Vendor(s) during the time of the event. It is expected that the Vendor(s) will comply with any reasonable request made by a Town staff member.

PLEASE NOTE: CERTAIN RULES ARE APPLICABLE TO FOOD VENDORS ONLY

THANK YOU FOR YOUR COOPERATION AND COMPLIANCE WITH THE ABOVE TOWN POLICIES