



2019 FOOD SERVICE VENDOR INFORMATION



- Festival Date:** Saturday & Sunday, July 13th & 14th, 2019 (Rain or Shine!)
- Location:** On the grounds of Watkins Glen International, Watkins Glen, NY
- Contact:** Angela Mattison, 607-535-3450; Fax: 607-535-2254; E-Mail: amattison@theglen.com
- Hours of Operation:** 10:00am – 5:00pm both days
- Set-up Time:** Friday: 9:00am - 5:00pm Saturday: 6:00am - 8:30am
- Tear down:** Sunday 5:00pm → (No Monday teardown)
- Site (Outside) Info:** “The Park” - Grassy area with trees
Four (4) outdoor courtyards with seating and non-wine vendors – Blacktop spaces
No Water Hook-ups, but spigots available nearby
Supply Trucks/Trailers may be parked nearby, **but not behind tent in compound.**
Electric available with reservation.
Electric - \$25.00 per 110 plug, \$100.00 per 220 plug.
- Acceptable items plugged in include: cash register, lights, fans
 - Anything that heats (coffee pots, roasting ovens) or cools (refrigerators) needs prior approval from the festival management.
- Tenting Guidelines:** Vendor’s own tenting/shelter may be used if approved.
(Must have prior approval from the festival. No tarps or tattered/dingy tents.)
Tents may be rented through the festival’s decorating company. No other rental companies will be allowed.
- Vendor Fee:** **\$100 space reservation fee.** 20% commission fee (minus \$100 reservation), payable prior to leaving the festival grounds on Sunday night. (Proof of cash register totals may be required.)
- Signage:** Vendor’s are required to post a prominent sign with menu & pricing.

Licenses/Permits - Food Vendors are required to obtain any health department or alcohol related permits normally required for an off-premise operation. Our Regional Health Department Office may be reached at 607-324-8371.

You are required to have a valid New York State Permission to Collect Sale and Use Tax Certificate on display at your booth and **on file with the Festival Office by April 19th, 2019.** A form to apply for a temporary vendor tax certificate may be obtained by calling 518-485-2889; however the certificate is not issued until 20 days after the form is received in the tax office. You can also apply on line at www.nys-opal.com.

VENDOR using a tent or trailer owned or rented by VENDOR shall provide a fire extinguisher and a “No Smoking” sign pursuant to NYS Fire Code requirements.

2404.6.1 Smoking. Smoking shall not be permitted in tents, canopies or membrane structures.

Approved "No Smoking" signs shall be conspicuously posted as required by Section 310.

2404.12 Portable fire extinguishers. Portable fire extinguishers shall be provided as required by Section 906.

Further, a Town of Dix tent permit is required if VENDOR plans to bring a tent of over 200 square feet. Applicable NYS Fire and Building codes and a permit will be sent to VENDOR upon request. The permit must be filed with the Town of Dix at least 2 weeks prior to the event.

Insurance - You are required to maintain the following level of insurance coverage during the period of the festival; \$1,000,000 per occurrence of bodily injury and \$1,000,000 per occurrence of property damage or \$1,000,000 combined single limit, which shall be written on an "Occurrence" basis. On such policy, VENDOR agrees to name **"Watkins Glen International, Inc., Americrown Service Corp., their respective parent, subsidiaries, limited liability and affiliated companies and their respective shareholders, officers, directors, employees, members, agents and assigns"** as additional insureds as respects to the Finger Lakes Wine Festival July 13-14, 2019. Insurance certificate shall also specifically state that the insurance is **"primary and non-contributory over any other insurance that may be available to an Indemnified Party and contains a waiver of subrogation in favor of certificate holder"**. A certificate evidencing proof of such coverage will need to be in the festival office no later than **April 19th, 2019**.

Content - All raffles/drawings/giveaways must be approved, in advance - in writing - by festival management. Any names/mailling list collected must also be provided to the Finger Lakes Wine Festival within 30 days after the event.

Food Products Planned for Inclusion - The Festival will be accepting restaurants/food court vendors based on a combination of menu offerings and site presentation as noted in the application. We are looking for upscale and unique offerings, and will not be accepting vendors who propose to sell typical carnival foods such as Hot Dogs, Hamburgers, Cotton Candy, or packaged novelty snacks.

Please note that Food Vendors may not include retail items such as souvenirs or packaged food products like sauces, jams, or salad dressings. The participation of local farmers is vital to the success of this event and those local farmers who choose to participate need to enjoy a reasonable level of success with items such as these.

Beverages - Only Coca Cola products are allowed to be sold, including Dasani water. Other beverages that can be offered are juice, iced tea, lemonades, coffee, etc.

Security - Over-night security will be provided by Watkins Glen International, and the Festival will arrange for uniformed law enforcement officers to be on patrol during the event, and overnight. We are not, however, responsible for stolen or otherwise damaged items left over-night.

Worker Entry - Each vendor will receive Vendor Badges as needed for working staff only. Badges will be mailed out at least 2 weeks prior to the event, in an amount noted on individual contracts. Additional needs for access maybe handled via a purchase of tickets. Each vendor will receive 1 parking pass for a delivery vehicle

Tickets - Tickets will be sold in advance through the Watkins Glen International Ticket Office (1-866-461-7223), at the gate of the festival on event day, online at www.FLWineFest.com, Watkins Glen International's The Shop. For best pricing, purchase in mid-June before the advance sale discount ends.

Sub-Renting - Under no circumstances may you sub-rent your booth space to any other vendor.

Power/Utilities/Phones - Electrical receptacles under festival tents are at a premium and all needs must be communicated well in advance of your arrival, and are a cost to the vendor. Special electric needs (i.e. 220) may be accommodated and will be handled on an individual basis. No water hook-ups are available, but there are water spigots nearby to fill containers.

*****NO vendor will be allowed on the property unless we have a copy of their NYS Certificate of Authority to collect sales tax, and a current insurance certificate, using the proper wording as stated above, a signed contract and payment. Vendors must have the Sales Tax Certificate prominently displayed at their location.**



2019 FOOD SERVICE VENDOR APPLICATION



Business:	_____		
Contact:	_____		
Address:	_____		
	Street		

	City	State	Zip
Phone:	_____	Fax:	_____
Specialty:	_____		
	Please summarize in 75 characters or less. This will be used to describe products in souvenir program (See back of form for space to list specific items)		
E-Mail	_____		

I would like a site to set up my own tent. My tent is: ____' x ____' (20'x30'max)

Fee: Space reservation fee \$100.00 (**Non-Refundable**)

Twenty percent (20%) of sales (after taxes) will be collected at end of event on Sunday.
(Minus the \$100 reservation fee.)

Electric available upon prior reservation. Please see attached order form.

***Electric must be ordered in advance. Orders received during the Festival will not be honored.**

→ If you plan to bring your own tent, please describe below and include color photograph. ←

FOOD SERVICE APPLICATION Cont'd

Please list menu items you would like to offer.

Note: No Hot Dogs, Hamburgers, Cotton Candy or other items deemed more appropriate for a carnival. No alcoholic beverages permitted.

<u>Item</u>	<u>Retail Price</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please describe the basics on how you plan to prepare your menu items:

Feel free to attach another sheet if necessary.

Signature: _____ Date: _____

Please return application (pages 3-4) to:

Marianne Marts
Finger Lakes Wine Festival
PO Box 500
Watkins Glen, NY 14891
Phone: 607-535-3356; Fax: 607-535-3350; E-Mail: mmarts@theglen.com

Do not include any payment at this time, a contract will be sent if application is approved.