

BUSINESS OR PACKAGED FOOD VENDOR CONTRACT
Cornell Cooperative Extension of Ulster County
& Family of Woodstock, Inc.
3rd Annual Hudson Valley Harvest Festival

Please sign & return to the address indicated on cover letter. A copy will be signed by Festival Management & returned to you for your files if accepted.

THIS AGREEMENT made this _____ day of _____ 2014, between **Cornell Cooperative Extension of Ulster County and Family of Woodstock, Inc.** (herein collectively referred to as **“FESTIVAL MANAGEMENT”**) and herein referred to as **“VENDOR”** for exhibition space in the HUDSON VALLEY HARVEST FESTIVAL to be held on Saturday, September 20 & Sunday, September 21, 2014, at the Ulster County Fair Grounds in New Paltz, NY.

Total area Required _____ ft. front X _____ ft. deep (including stakes and side awnings)

Food	10' Frontage	15' Frontage	20' Frontage	25' Frontage	30' Frontage
10' Depth	\$300	\$400	\$500	\$600	\$700
15' Depth	\$350	\$450	\$550	\$650	\$750
All other sizes call for pricing					
Crafts, etc	10' Frontage	15' Frontage	20' Frontage	25' Frontage	30' Frontage
10' Depth	\$100	\$125	\$150	\$200	\$250
15' Depth	\$125	\$150	\$175	\$225	\$275
All other sizes call for pricing (Jenny Burkins 845-340-3990)					

Total rental fee (based on a 10 x 10 space) for the two days is \$300.00 – For Commercial Vendors, Food, Beverages or Wine/Beer by the glass, \$100.00 – Crafts (Homemade in the Hudson Valley), Farmers, Wineries selling ONLY by the bottle.

VENDOR requests permission to display and sell the following SPECIFIC PRODUCTS. Please list all items in the box below. Any product or item not specified in the contract will not be allowed anytime during this contract period. SPECIFY ALL PRODUCTS IN DETAIL. (Attach additional sheet(s) if necessary). Remember to provide enough information so that your products can be properly covered in the festival program’s index and **describe how your product(s) will compliment or enhance our harvest theme.** No vendor shall have an exclusive on any product.

I have attached __additional sheet(s)

NEW YORK STATE SALES TAX: VENDOR must possess a valid N.Y.S. Sales Tax I.D Number, if applicable. VENDOR must provide FESTIVAL MANAGEMENT with a photocopy of a current permit issued by the NYS Sales Tax Bureau prior to the festival. **VENDOR WILL NOT BE ALLOWED TO SETUP WITHOUT THIS CERTIFICATE, which you must display during Festival hours. Every vendor is responsible for collecting, reporting and paying the appropriate NYS Sales Tax.**

INSURANCE & INDEMNIFICATION: To the fullest extent permitted by law the VENDOR shall indemnify, hold harmless and defend the Ulster County Agricultural Society, County of Ulster, Cornell Cooperative Extension of Ulster County, and Family of Woodstock, Inc., its officers, directors, employees, agents and volunteers from and against any and all claims, demands or causes of action brought against any or all of them for any actual or alleged injury to any person or persons, including death, or damage to or destruction of property arising out of any act or omission on the part of VENDOR, its employees, agents or subcontractors and/or arising from VENDOR’S participation in the event..

A. VENDOR shall provide a Certificate of Insurance, with Cornell Cooperative Extension of Ulster County as the certificate holder, showing proof of the following minimum limits of insurance, or as required by law, whichever is greater: Ulster County Agricultural Society, County of Ulster, Cornell Cooperative Extension of Ulster County, and Family of Woodstock, Inc. shall be added as an “Additional Insured” on the General

Liability. Certificates must be signed by an authorized representative of the insurance company.

1. General Liability, including contractual, independent contractors, products/completed operations and Workers Compensation

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Business Auto	\$1,000,000 (if vehicles used by Vendor)
Workers Compensation	Statutory

2. All insurance shall be placed with insurance companies licensed to do business in the State of New York, with a "Best's" rating of "A-" or better. Vendor's Insurance shall be primary and noncontributory in all respects to any insurance carried by Extension.

3. Certificates of Insurance shall contain a provision for at least thirty (30) days notice to the certificate holder of cancellation or non-renewal of the insurance indicated in the certificate. The original certificate shall be sent to the Cornell Cooperative Extension of Ulster County and a copy to P. W. Wood and Son, Inc. via fax: 607-266-9663 or email: erin@thewoodoffice.com within five business days of the execution of this contract and on each subsequent renewal of said insurance. **No work or services shall be commenced until these conditions are met.**

I have read the accompanying Guidelines, Rules, & Regulations and agree to abide by them. I further understand that the vendor fee is **non-refundable** and the Festival is held rain or shine.

Please fill in the information below. If you are selected to participate, we will include information about your business in the festival program and festival website. (PLEASE PRINT)

BUSINESS: _____ OWNER: _____

STREET ADDRESS: _____ STREET ADDRESS:

CITY/STATE/ZIP: _____ CITY/STATE/ZIP:

TELEPHONE: _____ TELEPHONE: _____ WEB

SITE: _____ EMAIL ADDRESS: _____

OF ADMISSION PASSES REQUIRED: _____ # OF VEHICLE PASSES REQUIRED: _____

SIGNATURE (OWNER) TITLE: _____ DATE: _____

Print Name

Cornell Cooperative Extension of Ulster County

BY: _____

Executive Director

Date: _____

For HUDSON VALLEY HARVEST FESTIVAL Use Only
ACCEPTED BY: HUDSON VALLEY HARVEST FESTIVAL

- | | |
|--|--|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Self-Addressed Stamped Envelope |
| <input type="checkbox"/> Pictures | <input type="checkbox"/> Photocopy of Sales Tax |
| <input type="checkbox"/> Vendor Fee (Payable to CCEUC) | <input type="checkbox"/> I'm not required to collect sales tax |
| <input type="checkbox"/> Certificate of Insurance | <input type="checkbox"/> Signed Copy of Rules & Regulations |

ALL DOCUMENTS (plus the full vendor fee made payable to CCEUC – note HVHF in the memo) MUST BE POSTMARKED BY AUGUST 15, 2014. You will receive a response by August 30, 2014 or soon thereafter.

Submission of application does not guarantee acceptance.

**VENDOR AGREES TO COMPLY WITH THE FOLLOWING
GUIDELINES, RULES AND REGULATIONS
DURING THE HUDSON VALLEY HARVEST FESTIVAL
SEPTEMBER 20 and 21, 2014**

ALCOHOLIC BEVERAGES:

- Consumption of alcoholic beverages on premises during Festival hours is strictly prohibited. If VENDOR or their worker/volunteer violates the above rule, that VENDOR will be barred from participating in future Festivals.

VENDOR FEE:

- VENDOR Fee is due and payable at the time the contract is returned to Festival Management for consideration of acceptance. VENDOR understands that once accepted, the fee is non-refundable and that the Festival is held rain or shine.
- Fee is to be made payable to CCEUC – please note HVHF in the memo.
- The Fee entitles VENDOR to space indicated on page 1 at the Festival. There is access to electricity; an additional fee of \$35.00 is required for 120 volt hookup. Additional electricity may be available for an additional fee. This will be determined on a case by case basis. The Festival Management will supply no tables, chairs, tents, etc.
- 100 Feet of heavy duty electric cord is required to reach outlet. All electric cords must meet electrical code.

SETUP:

- Booth setup may begin on Friday, September 19 at 5:00 PM and must be completed by 9:00 AM on Saturday, September 20, at which time all vehicles must be removed to the vendor parking area. Festival entrances will be closed to all vehicles at 9:30 AM sharp.
- There will be no booth setup on Sunday, September 21, restocking of inventory will be permitted (see #2 under HOURS). Security of the Festival grounds will be provided on both Friday and Saturday nights. Diligent efforts will be made to protect the vendor booths and their contents. However, **neither the Cornell Cooperative Extension of Ulster County nor Family of Woodstock, Inc. will be held responsible or liable for loss or damage to property.**
- If you are bringing a tent or any other setup that requires that holes be put into the ground, please state such on the contract.
- It is your responsibility to securely anchor your booth, as the wind and weather can be severe at Ulster County Fair Grounds.

HOURS:

- The Festival gates open to the public at 10:00 AM on Saturday and close at 6:00 PM, open to the public at 10:00 AM on Sunday and close at 5:00 PM The booth exhibit must be in order by 9:30 AM on both Saturday and Sunday. Vendor may not break down booth until 5:30 PM on Sunday, September 21, 2014.
- If Vendor wishes to remove inventory/equipment from booth on Saturday evening, he/she may do so after 5:30 PM and up to 9:30 AM. The booth must be restocked and vehicle removed by 9:30 AM on Sunday, September 21.
- Vendor will be open for business from 10:00 AM to 6:00 PM (Saturday) and 10:00 AM to 5:00 PM (Sunday) regardless of the weather. The FESTIVAL MANAGEMENT must approve any deviation from posted hours.

VENDOR PASSES:

- Vendors will receive 2-3 wristbands for those working in their booth upon entry to the festival.
- If additional wristbands are required to operate concession, please specify the circumstances when checking in.
- **NO VENDOR PARKING INSIDE THE GATE. NO EXCEPTIONS. THERE WILL BE SPECIAL VENDOR DESIGNATED PARKING AREAS AVAILABLE.**

GUIDELINES, RULES AND REGULATIONS DURING THE HUDSON VALLEY HARVEST FESTIVAL SEPTEMBER 20 and 21, 2014

CAMPING / RV HOOK UPS

- \$20.00 per night, space is limited, call Jenny Burkins at 845-340-3990 if you are interested.

PROPANE TANK USED FOR COOKING:

- Must be a safe distance from areas of travel and combustibles.
- Must have safety release valves pointed away from pedestrians, cooking area and tents. Supply gas lines may be required to be lengthened.
- All tanks shall be adequately protected from potential tampering, damage from vehicles and other hazards.
- Must be securely fastened in place to prevent unauthorized movement of tanks.

COOKING AREAS:

- Cooking equipment must be kept a safe distance from combustibles.
- Outdoor cooking equipment that produces sparks or grease laden vapors shall not be performed within 20 feet from any combustibles, tents, straw bales, etc. i.e. smoked pork cookers
- All food vendors must have appropriate fire extinguishers. i.e. vegetable, animal oils and fats require a class K rated portable extinguisher

CHILDREN'S TENTS OR ASSEMBLY TENTS:

- Occupancy loads of 10 – 199 persons require two means of egress 36" wide. It can have a curtain if a contrasting color from tent.
- Tents with seating should have 44" aisles. Add 1' of aisle width per 50 additional occupants using that aisle.

TENTS:

- Must be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapse.
- Certification relative to flame resistance of the fabric in compliance with Section 2806.3 1-5 of the Fire Codes of New York State.
- Areas within and adjacent to the tents shall be maintained clear of all combustibles.

ELECTRIC PANELS:

- Areas where panels are accessed or receptacles are utilized and panel doors remain open must be protected from collision and tampering, and areas must be delineated from pedestrian traffic.
- Note: all unobstructed passageways or fire roads not less than 12' wide and free from guy ropes or other obstructions shall be maintained at all times.

DECORATIONS AND HOUSEKEEPING:

- Vendors are expected to decorate the booth using a harvest theme.
- Vendor will ensure all garbage is bagged and placed at designated waste disposal bins; will dispose of wastewater at designated wastewater disposal locations; will remove and dispose of oil and grease off-site at an approved location; will place all recyclables at designated recycling bins. Any fines arising out of improper disposal practices will be the responsibility of the Vendor and must be paid in a timely manner.
- Vendor agrees to keep the area in and around the booth clean during the day and to clean up the booth area at the end of the day; failure to do so will result in a \$100 fine to the HUDSON VALLEY HARVEST FESTIVAL in addition to any disposal fines assessed by the Ulster County Fairgrounds. The HUDSON VALLEY HARVEST FESTIVAL committee will inspect each food booth area for cleanliness at the end of the event, and Vendor must pass inspection before departing.

SOUND SYSTEMS AND HAWKING:

- No hawking of any kind is permitted.
- There will be no amplified systems allowed in the craft/business/farmers areas. This includes bullhorns, portable radios or anything of a similar nature.
- For those booths that, prior to the festival, are cleared for sound amplification (i.e. radio stations, TV stations), the level of amplification should be no more than would be heard in a 30-foot radius.

GUIDELINES, RULES AND REGULATIONS DURING THE HUDSON VALLEY HARVEST FESTIVAL SEPTEMBER 20 and 21, 2014

SUBLETTING OF BOOTH SPACE:

- Subletting of booth space is strictly prohibited.

PETS:

- Pets will not be permitted on the Festival grounds. THIS WILL BE STRICTLY ENFORCED. Only service animals will be allowed to enter the festival.

RESTRICTIONS ON MERCHANDISE:

CRAFT VENDORS:

- All items must have been handcrafted by you or by someone directly under your supervision. Reselling items made by others is not allowed.
- Your crafts must relate to the theme of our festival—harvest. Other items that you've handcrafted may be sold, with approval of the Festival.
- NO MEDICINAL OR FOOD ITEMS OF ANY KIND.

BUSINESS OR PACKAGED FOOD VENDOR:

- Your products must reflect the harvest theme of our festival. You must have one line of food that supports agriculture in the Hudson Valley. Token representation will not be tolerated.
- Food products must be packaged in such a way that the intention is for off-premise consumption (i.e. bottled and sealed jams, jellies, vinegar, and salsa). You must either grow some amount of the packaged food yourself, or you must buy the food locally (within the Hudson Valley). You may give away tiny samples of food without a N.Y.S. Health Permit. If you sell food for consumption direct on premise you must apply as a FOOD VENDOR.
- Vendors selling food items must include a copy of their appropriate permits with their application. Food to be sampled must be prepared in a Board of Health approved facility.
- NO MEDICINAL ITEMS OF ANY KIND.

FOOD VENDOR:

- **Food vendors need to obtain a NYS Health Department permit.** Questions regarding temporary food establishments should be made to the Ulster County Health Department at 845-340-3010. No permits will be processed at the event.

FARMERS:

- You may sell agriculture or fresh produce that has been grown by you on your premises and agriculture incorporated products made by you or your employees.
- NO MEDICINAL ITEMS OF ANY KIND.

BEER/WINE:

All vendors distributing alcoholic beverages will have to do the following:

- Provide a Certificate of Insurance showing proof of Liquor Legal Liability Insurance of not less than \$1,000,000 and is subject to the same terms and conditions found in the **Insurance and Indemnification** of the Vendor Contract.
- Submit proof that their liquor license covers their activities at the market
- We encourage you to bring products produced in the Hudson Valley.

TO VENDOR:

Read these Rules and Regulations, sign and return along with your Contract, the booth fee, Certificate of Insurance, copies of required permits, and a photocopy of your N.Y. Sales Tax ID #. Failure to comply with any and all regulations may result in your application not being considered for one or more (or all) future festivals, depending upon the severity of the violation. The decision of the HUDSON VALLEY HARVEST FESTIVAL committee is final.

VENDOR SIGNATURE

TELEPHONE NUMBER

DATE

EMAIL ADDRESS

FOR THE FESTIVAL PROGRAM AND WEBSITE

If you participate in the HUDSON VALLEY HARVEST FESTIVAL, we will include information about your wares in the festival program. Please include the information below that you would like to appear in the program and the website.

Name of business or booth:

Name of owner(s):

Address of business:

Phone number(s):

Website for your business:

E-mail address for your business:

Description of your product to be listed on the program and website*:

* You will be notified if the description needs to be edited due to space constraints.