

The 28th Annual Apple Harvest Festival

## Food Vendor Application

Friday, Oct. 1st Noon-6:30

Saturday, Oct. 2nd 10:00-6:30

Sunday, Oct. 3rd 10:00-6:30

**Application Due September 10, 2010**

Dear Food Vendor:

The Downtown Ithaca Alliance is pleased to announce the 2010 Apple Harvest Festival. Attracting an audience of over 30,000 people, the festival will be held on Friday, October 1st, from 12noon to 6:30 pm Saturday, October 2nd and Sunday, October 3rd from 10:00 am till 6:30 pm.

**Deadline for entries is Friday, September 10th..** Acceptance letters will be mailed during the beginning of September. Applications received after the deadline will be placed on a waiting list in the order in which they are received.

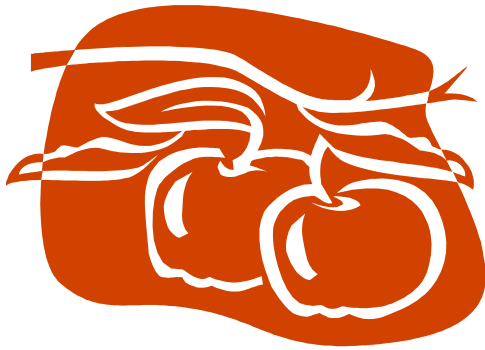
The non-refundable fee for this festival is \$10 and the booth fee is \$350 for a 10' x 10' booth and \$550 for a 10' x 20' booth. In addition, there is a refundable \$100 security/clean-up deposit fee that will returned to you after the festival if your booth space is deemed acceptable by the City of Ithaca. Please write separate checks for each fee payable to the Downtown Ithaca Alliance. Booth fees will be returned if you application is not accepted.

We are excited to continue to “green” the 2010 Apple Harvest Festival and we are asking that all food vendors utilize compostable serving containers and flatware.

Please contact the office with any questions. We look forward to hearing from you!

Vicki Taylor  
Special Events  
Downtown Ithaca Alliance

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Center Ithaca, 171 E. State St., Box #136  
Ithaca, NY 14850  
(607)277-8679



# The 28th Annual Apple Harvest Festival

## Food Vendor Application

Friday, Oct. 1st 12noon to 6:30pm

Saturday, Oct. 2nd &

Sunday, Oct. 3rd

10:00 am to 6:30 pm

**Application Due by September 10th, 2010**

Please read carefully and follow instructions. Incomplete application will be returned.

<p>Name: _____</p> <p>Business Name: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State: _____ Zip: _____</p> <p>Phone: _____</p> <p>Email: _____</p> <p>Website: _____</p> <p><b>Booth Info &amp; Fees:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">10' x 10' Booth</td> <td style="width: 30%;">\$350.00 _____</td> </tr> <tr> <td>10' x 20' Booth</td> <td>\$550.00 _____</td> </tr> <tr> <td>Security/Clean-up Deposit</td> <td>\$100.00</td> </tr> <tr> <td>Non-Refundable App. Fee</td> <td><u>\$ 10.00</u></td> </tr> <tr> <td style="text-align: right;">Total</td> <td>\$ _____</td> </tr> </table>	10' x 10' Booth	\$350.00 _____	10' x 20' Booth	\$550.00 _____	Security/Clean-up Deposit	\$100.00	Non-Refundable App. Fee	<u>\$ 10.00</u>	Total	\$ _____	<p>Please include three (3) separate checks for each fee made out to the Downtown Ithaca Alliance. Booth fee checks are not cashed until you are accepted and will be returned if not acceptance.</p> <p><b>Electric Information:</b>          Do you need electric? Yes ___ No ___          List equipment that requires electricity and amps          _____          _____          _____</p> <p><b>Propane Information:</b>          Will you be using propane? Yes ___ No ___          List equipment that requires propane          _____          _____          _____</p>
10' x 10' Booth	\$350.00 _____										
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Security/Clean-up Deposit	\$100.00										
Non-Refundable App. Fee	<u>\$ 10.00</u>										
Total	\$ _____										
<p><b>Type of cuisine?</b> _____</p> <p><b>We will be utilizing an industrial composting system. This <u>requires</u> the use of compostable or recyclable containers and utensils for your booth. Do you require information on where to purchase these items?</b> _____</p> <p><b>Product Information</b> – Please list and describe your products and prices:          _____          _____          _____</p>											

\_\_\_ I have enclosed three (3) separate checks made out to the Downtown Ithaca Alliance.

\_\_\_ As an exhibitor, I agree to comply with the rules and regulation of this event. That, in consideration of my application being accepted, I intend to be legally bound; that I do hereby, for myself and my heirs, executors, administrator, successors and assigns release and forever discharge any and all rights and claims for damages which I may have or hereafter accrue to me against the City of Ithaca and the Downtown Ithaca Alliance, and their employees, officers, volunteers, members, and board of directors for any all damages, losses and injuries sustained to me and/or my property during the Apple Harvest Festival. I hereby agree to indemnify hold harmless and defend the aforementioned entities from any claim of action for property damage, personal injury, and/or wrongful death. I attest that I am physically fit and am responsible for my own actions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 28h Annual Apple Harvest Festival Food Vendor Guidelines

1. The festival runs from Noon to 6:30 pm on Friday, Oct. 1st and 10:00 am until 6:30 pm on Saturday and Sunday, October 2nd and 3rd 2010.
2. Set-up time on Friday is between 7:00 am and Noon, and 7:30 am to 10:00 am on Saturday and Sunday. All vehicles must be off the Commons by 9:00 am on any day.
3. Please enter the festival area from Seneca Street (at Tioga Street) and always park to one side to maintain a clear driving path.
4. The Food Vendor must cover the ground of the site with a fire proof treated tarp.
5. Vendors must supply their own K Type extinguisher at their booth.
6. All \$100 security deposits will be refunded upon satisfactory site inspection by the City of Ithaca after the event.
7. All vendors will be required to collect and remove their own trash. Black and green cans provided by the City of Ithaca are for the use of the visitors to the Apple Harvest Festival only. No dumping is allowed in City trash cans, grates, storm sewers, or other areas.
8. You can park in the Parking Garage on Cayuga Street, across from the Holiday Inn or in the Green Street or Seneca Street garages. Event parking is in place for \$3 per day. If you cannot fit in a parking garage (7 foot clearance, no trailers), please call ahead of time so that we can suggest alternate parking sites.
9. Please keep your booths neat and clean. Your table should be covered to the ground and boxes hidden from view.
10. Access to the stores and businesses needs to be maintained at all times. No alcoholic beverages are permitted. The City of Ithaca strictly enforces open container laws.
11. Each vendor will handle his/her own sales and is responsible for the collection and reporting of sales tax.
12. Permits must be obtained from the Tompkins County Health Department (all vendors) and the Ithaca Fire Department (if you are using charcoal or propane). These permits must be in progress at least 2 weeks prior to the Festival.
13. The Food Vendor must provide proof of liability insurance coverage.
14. At the end of the show on each night we must wait until the Ithaca Police Department clears the area for vehicles. This may take until 8pm or longer. We are not able to permit ANY vehicles into the area until this clearance is obtained. You may use a hand truck to remove your items prior to this clearance. You should pack your booth and place it at your booth spot BEFORE you retrieve your vehicle. A food coordinator will be walking the site during tear down to help direct traffic. Please do not retrieve your car until you are told to by staff. Any violation of a staff person or Police Department officers directions will result in your not being included in future festivals, and possible ticketing, fines or other police action.
15. Each vendor can have one 20 AMP circuit at 120 volts, GFCI protected. If you need more, YOU MUST MAKE SPECIAL ARRANGEMENTS with us. All electrical equipment must be grounded. You must bring a 3-prong 30ft. extension cord and a power strip as each site will only have access to one outlet.
16. All food vendors are required to use compostable or recyclable serving containers and flatware
17. There will be an on-site festival electrician to help with set-up and to check all systems for safety standards. There will be a fire watch/food coordinator on site at all times.