

# 2018 BOUNTY OF THE HUDSON FOOD VENDOR GUIDELINES AND REGULATIONS

- Festival Dates:** Saturday, June 16, 2018 – ONE DAY ONLY, RAIN OR SHINE
- Location:** Ulster County Fairgrounds, 249 Libertyville Rd., New Paltz, NY 12561
- Contact:** Jude DeFalco, phone: 845-256-8456; email: [jude@gunkswine.com](mailto:jude@gunkswine.com)
- Festival Hours:** 12:00 noon – 5:00pm
- Set-up Times:** Friday, June 15, 12:00 noon – 5pm; Saturday, June 16, 8:00am – 10:30am  
Festival grounds will be closed to traffic and all vehicles will be directed to the designated vendor parking area at 11:00am on Saturday. The Festival reserves the right to refuse admittance for any vendor arriving after 11:00am.
- Tear Down:** Saturday at 5:00pm. Anyone tearing down prior to 5:00pm may not be invited to future SWT events.
- Commitment:** Your booth must be open for business from 12:00 noon to 5:00pm. You must clean up your booth at closing time. All trash must be placed into garbage cans located on the grounds.
- Worker Entry:** Each vendor will be provided (2) vendor wristbands to be used by working staff only.
- Parking:** All vehicles must be moved to the designated parking area by 11:00am. Vendor parking is located on the fairgrounds.
- Fees:** \$200 Fee must accompany application. Fee is non-refundable.
- Electricity and Water:** Electricity is available in the main building for this event and on the grounds for no additional cost. Please provide your own extension cords. Generators are permitted for outdoor vendor spaces ONLY on a first come, first served basis. Potable water is also available on the grounds.
- Booth Specs:** We will accommodate space for those vendors with pop-ups tents for outdoor set-up. Booth size is approximately 10' x 10'. We will provide one 8' table and two folding chairs. Vendors must provide their own tablecloth, banner, and any decorations and other supplies needed for their space.
- WiFi Service:** There is secure WiFi service available on site. Login info will provided day of event.

## **Important Miscellaneous Items:**

- The only products you are allowed to have at your booth for sale are those listed on your application.
- Product giveaways are not permitted without the prior approval of the Festival organizers.
- All vendors must first be approved by the Festival organizers. Festival organizers reserve the right at their sole discretion to approve vendors.
- Booth fee is non-refundable. Booth space is non-transferable and cannot be sub-rented.
- No open flames or heaters. No children. No pets. No smoking.
- You are not allowed to sell or provide samples of alcohol.
- Anyone not complying with guidelines and regulations must leave the festival immediately if asked to do so by an authorized representative of Shawangunk Wine Trail.

# FOOD VENDOR GUIDELINES AND REGULATIONS, Continued

**Requirements:**

**NYS Sales Tax Certificate:** A copy of your valid NYS Certificate to Collect Sales & Use Tax must accompany your application if you sell products that require the collection of tax. This certificate must be displayed at all times at your booth during festival hours. Vendor is solely responsible for the collection, reporting and payment of sales and any other applicable taxes.

**Food Vendors** offering free samples and/or selling prepared food products must have and keep at your space a Temporary Food Service Permit from Ulster County Health Department (Contact Ulster County Food Service and Safety at 845-340-3035).

**Liability Insurance:** A certificate of general liability insurance – with limits no less than \$1,000,000 for each occurrence and \$2,000,000 general aggregate must be included with your application, and a copy must be kept at your booth during the event. **Vendors must name Shawangunk Wine Trail Inc., P.O. Box 526, Marlboro, NY 12542 and Ulster County Agricultural Society, Inc. AND County of Ulster as additional insured for the Festival dates.**

**Workers' Compensation Insurance:** Vendors should carry the statutory minimum Workers' Compensation Insurance required to comply with New York State.

**Indemnification:** Vendor will indemnify and hold harmless Shawangunk Wine Trail Inc. and Ulster County Agricultural Society, Inc. AND County of Ulster and their owners, directors, employees, members, festival staff, sub-contracted staff, volunteers, family members and friends assisting the festival from any loss, illness, damage or injury to product, property, or person and from all claims which might arise. In the unlikely event that legal assistance or legal action becomes necessary, vendor agrees to pay all fees and costs incurred by the Festival and those associated with it.

By my signature below, I indicate that I have read the accompanying guidelines and regulations, and I agree to abide by them.

Name of Vendor Business: .....

Authorized Signature: .....

Date: .....



# FOOD VENDOR APPLICATION

Business Name \_\_\_\_\_

Contact \_\_\_\_\_ Daytime Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Please provide a complete list of all items you would like to offer for sale at the Festival. (Use an additional sheet of paper if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST – All required documents listed below must be received by May 11, 2018:**

- \$200 fee payable to Shawangunk Wine Trail
- Completed Application Form
- Signed and dated "Food Vendor Guidelines and Regulations"
- Copy of valid NYS Sales Tax Certificate
- Ulster County Temporary Food Service Permit
- Certificate of General Liability Insurance with required language

\_\_\_ Enclosed is my check made payable to: Shawangunk Wine Trail

To pay by credit card please select card type: MasterCard \_\_\_ VISA \_\_\_ AmEx \_\_\_ Discover \_\_\_

Credit Card # (print clearly) \_\_\_\_\_ Exp. Date: (month/year) \_\_\_/\_\_\_

3 digit security code on back of card \_\_\_\_\_ Zip Code associated with card \_\_\_\_\_

Name as it appears on card \_\_\_\_\_

Card Holders Signature \_\_\_\_\_

**Mail to:**

**Shawangunk Wine Trail, P.O. Box 526, Marlboro, NY 12542 (Attn: Bounty Festival)**

**OR**

**Pay by Credit Card by phone and scan and email ALL to [jude@GunksWine.com](mailto:jude@GunksWine.com)**

**All required documents must be received by May 11, 2018**