

# Produce & Food/Beverage Vending Application

## **Downtown Auburn Saturday Market** **June 5 – September 4, 2021 (13 dates)** **Saturdays, 9AM – 1PM**

### **Equal Rights Heritage Center**

The City of Auburn and the Downtown Auburn BID are pleased to invite you to participate in the Downtown Auburn Saturday Market. The event will be outdoors at the Equal Rights Heritage Center, 25 South Street, and Lincoln Street, in downtown Auburn.

#### **Vendor Sales**

All vendors will keep 100% of sales as this is an opportunity for you to showcase your best products and to market your business to the community at large. This event will be held outdoors rain or shine, unless if under severe weather.

#### **2021 REGISTRATION REQUIREMENTS**

#### **MUST ADHERE TO ATTACHED COVID-19 DOWNTOWN AUBURN SATURDAY MARKET GUIDELINES FOR OPERATION AND SAFETY.**

Of the items sold at the Market, 80% or more of a vendor's items need to be home grown, homemade or home baked. Farmers are selling food they produce directly to consumers on a seasonal basis. There is no guarantee that by submitting an application you will be approved.

All applicable food safety regulations, both state and local, must be adhered to at all times. All applicable licenses and permits for products sold must be obtained and kept current. Copies of applicable permits and licenses will be kept on file. The collection and disbursement of sales tax, where applicable, are the sole responsibility of the vendor.

Participating food vendors must obtain a Temporary Food Service Permit from Cayuga County Health Department in advance of the Market (unless vendor already has an Annual Food Service Permit issued by Cayuga County Health Department). This permit must be displayed at all times during each Market.

Food Program applications and information can be downloaded at: <https://www.cayugacounty.us/439/Food-Program>

Return the completed Temporary Food Service Application, required supporting documentation and check for \$30, to Cayuga County Health Department, 8 Dill Street, Auburn. (Entrance is located near the old Bank of America drive-thru.) If you have questions about the County's Food Program applications, please call 315-253-1405.

### **Food Vending Equipment Requirements**

**Fuel containers must be of an approved type & properly secured, and deep fryers approved.** All food vendors must have a **type ABC inspected fire extinguisher**, and those with a **fryer** need a **type K** fire extinguisher, **inspected within the past year**. There will be a fire inspection all 13 Saturdays.

### **Alcohol Vending NYSLA Liquor License & Event Permit**

**Alcohol vendors** need to submit proof of their **NYS Liquor License & NYSLA Event Permit** if serving beverages off-premise: <https://sla.ny.gov/permits-available-online>.

### **Booth Spaces**

Booth spaces are approximately **10-feet wide by 10-feet deep**, available to vendors. Food truck vendor spaces are approximately **30-feet wide by 15-feet deep**. All exhibitors are expected to bring their own display units, materials, tables, chairs, tents, panels, covers, fire extinguisher, etc. **Vendors are encouraged to bring a 10' x 10' pop-up tent**. Vendors are responsible for keeping booth(s) clean and orderly during and after the show, including removal of trash. **Electricity is not available. Please bring a silent generator if you need power or wireless devices, as free WiFi is available.** Let us know the type (gas) and wattage of the generator prior to the event. Smoking will not be permitted in Market area or on ERHC facility grounds. City will provide public trash and recycling containers.

Please email [courtney@auburndowntown.org](mailto:courtney@auburndowntown.org), mail, or hand-deliver the following documentation ATTN: **Courtney Kasper, Equal Rights Heritage Center, 25 South Street, Auburn, NY 13021**:

1. Completed **registration form**.
2. *\*Food & Beverage Vendors & Food Trucks Only:* Copy of **Certificate of Liability Insurance (COI)** with \$1,000,000 coverage listing the **City of Auburn and the Downtown Auburn BID** as additional insured under Certificate Holder for the entire season (13 Saturdays starting June 20) or weekly anticipated Saturdays of participation.
3. *\*Food Trucks Only:* On the **COI** under **Description of Operations/Locations/Vehicles:** Please state name of the **event**, the event **date(s) & location**.
4. Read, sign, and date City of Auburn **Hold Harmless Agreement**.
5. Copies of applicable **permits and licenses** where necessary.

If you have any questions, please contact **Courtney Kasper** at **315-258-9820** or email [courtney@auburndowntown.org](mailto:courtney@auburndowntown.org)

**Set-up on Saturdays, June 20 – September 5, 2020 between 7:30-8:30AM** All vendors must sell for the duration of the Market day, unless the vendor sells out of product. Exceptions must have prior approval.

**Saturday 2020 Market Event Dates (11 dates)**

Please check all that apply:

**JUNE**

- June 20 – Opening Day
- June 27

**JULY**

- July 4 – NO MARKET
- July 11
- July 18
- July 25

**AUGUST**

- August 1
- August 8
- August 15
- August 22
- August 29

**SEPTEMBER**

- September 5 – Closing Day

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**Downtown Auburn Saturday Market: COVID-19 Guidelines for Market Operation**

In compliance with NYS Agriculture and Markets guidance, best practices for COVID-19 market safety guidelines for shoppers, staff, and vendors will be implemented. Weekly markets may feature a variety of farm and food products such as meat, cheese, eggs, vegetables, fruit, honey, jelly, bread, baked goods, plants, antibacterial soap, hand sanitizer, face coverings, and some prepared food will be allowed. There will be no entertainment, craft or artisan vendors until regional COVID-19 reopening plans allow such activity. For the duration of the Executive Order, these requirements are meant to maintain outlets for healthy local foods, while safeguarding our vendors, consumers, and communities from the spread of COVID-19.

**COVID Guidelines - Market Safety for Shoppers**

We encourage you to please adhere to the following safety protocols to protect yourselves,

your fellow shoppers, and Saturday Market vendors and their employees:

- Wear a face covering inside the market space for everyone over the age of 2 years old
- Maintain a 6-foot distance between yourself, Saturday Market staff, vendors, and other customers
- Try to keep your market shopping trip as quick as possible
- Do not bring your pets or bikes into the market space
- Limit your party to 1-2 people and split up to finish shopping quickly
- If you are sick, stay home
- Do not pick up any products or produce at vendor stands, ask an employee to help you
- If you sneeze or cough, do so only into a tissue (and immediately dispose of it) or into the crease of your elbow
- Thoroughly wash your hands often with soap for at least 20 seconds





**HOLD HARMLESS AGREEMENT**

\_\_\_\_\_ does hereby covenant and agree to defend, indemnify, and hold harmless the City of Auburn from and against any and all liability, loss, damages, claims, or actions (including costs and attorney fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of (check one):

- Casey Park Facility
- Equal Rights Heritage Center
- Hoopes Park Facility
- Market Street Park Facility
- Showmobile
- Other Facility: \_\_\_\_\_
- Special Event (Please specify): Downtown Auburn Saturday Market 2021

Property, facilities, and/or services by the City of Auburn and/or the activities, functions, events, affairs, or proceedings of \_\_\_\_\_ on 06/05/2021–09/04/2021  
(Requestor) (Date of facility usage)

DATE: \_\_\_\_\_

CITY OF AUBURN

By: \_\_\_\_\_

By: \_\_\_\_\_