

Produce & Food/Beverage Vending Application

Summer Saturdays in Downtown Auburn

June 25 – September 3, 2022 (6 dates)

Saturdays, 10AM – 2PM

The City of Auburn and the Downtown Auburn BID are pleased to invite you to participate in the outdoor Summer Saturdays in Downtown Auburn. The event will take place outdoors on Genesee Street in downtown Auburn on alternating Saturdays from June 25 through September 3. This event will be held outdoors rain or shine, unless if under severe weather. Streets will not be closed for Summer Saturdays; vendors will be placed along both sides of Genesee Street from State Street to South Street, requesting either a parking space or sidewalk spot, and businesses are encouraged to set up in the sidewalk space in front of their storefronts.

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. **Vendor fees are \$30 for the season or \$10 per each event. Fees will be accepted via a payment of cash or check written out to the Auburn Downtown BID.**

2022 REGISTRATION REQUIREMENTS

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 six 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 NOT available.** Let us know the type (gas) and wattage of the generator prior to the event.

Please email 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 (6 Saturdays starting June 25) 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

Set-up on Saturdays, June 25 – September 3, 2022 between 8:30-9:30AM All vendors must sell for the duration of the event day, unless the vendor sells out of product. Exceptions must have prior approval.

Saturday 2022 Market Event Dates (6 dates)

Please check all that apply:

JUNE

- June 25 – Opening Day

JULY

- July 9
- July 23

AUGUST

- August 6
- August 20

SEPTEMBER

- September 3 – Closing Day

Vendor Location Request:

- Parking space with pop-up tent
- Sidewalk space with pop-up tent
- Designated food truck space

Affiliated with downtown storefront:

(Business Name)



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REGISTRATION FORM

Business _____

Name _____ Address _____

Cell _____

Email _____

I plan on selling/serving the following food/beverage items (if known at this time):

VENDOR AGREEMENT (Please read and sign)

As a vendor, I agree to the requirements outlined above. The undersigned will indemnify the City of Auburn safe from any and all liability arising out of the action taken by the undersigned or any third party in conjunction with the use or occupancy of the space assigned to the exhibitor, whether such liability be the result of the negligence, active or passively of the undersigned, its officers, agents & employees and from all cost & expense including attorney's fees incurred in litigation or handling of such claims.

Nothing contained in this agreement or in any prior or any subsequent negotiations shall entitle the exhibitor to any specific space and the City of Auburn, retains the right to position the vendor space with regard to the overall event plan, to make any necessary changes therein. I have read the vendor requirements and I agree to abide by them and understand that rules/requirements may change or new rules added throughout the market season. I agree that the City of Auburn and Downtown Auburn BID will not be held responsible for any theft or loss of property.

Vendor Signature: _____

Date: _____

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): Summer Saturdays in Downtown Auburn

Property, facilities, and/or services by the City of Auburn and/or the activities, functions, events, affairs, or proceedings of _____ on 06/25/2022–09/03/2022

DATE: _____

CITY OF AUBURN

By: _____

By: _____