



Food/Beverage Vending Application

Downtown Auburn Saturday Market

NYS Equal Rights Heritage Center

June 29 – August 31, 2024 (9 dates)

Saturdays, 9AM - 1PM

The City of Auburn and the Downtown Auburn BID are pleased to invite you to participate in the Downtown Auburn Saturday Market. There will be live music, artisans, plus produce and plants, food and beverage sales. The event will be outdoors at the NYS Equal Rights Heritage Center, 25 South Street, and Lincoln Street, in downtown Auburn.

All food 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. Please share literature at the event as it is designed to promote your business. This event will be held rain or shine.

2024 REGISTRATION REQUIREMENTS

For this year of the Market, **vendor registration fees have been waived**. 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.

Please email courtney@equalrightsheritage.com, mail, or hand-deliver the following documentation
ATTN: **Courtney Kasper, NYS 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 (9 Saturdays starting June 29 and no market on July 6) 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 including the City of Auburn Mobile Food Vendor Permit Application. Permit fees will be waived for vendors invited to participate in the Downtown Auburn Saturday Market at the Equal Rights Heritage Center.

If you have any questions, please contact **Courtney Kasper** at **315-258-9820** or email courtney@equalrightsheritage.com

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'x10' pop-up tent with the appropriate tent stakes and weights in the case of windy weather. 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.** Smoking will not be permitted in Market area or on NYS ERHC facility grounds. City will provide public trash and recycling containers.

Set-up on Saturdays, June 29 – August 31, 2024 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 2024 Market Event Dates (9 dates)

Please check all that apply:

JUNE

- **June 29** – Season Opening Day

JULY

- **July 13** – Bob Piorun Jazz Trio with Julie Howard & Michael Doyle
- **July 20** – Perform 4 Purpose Senior Showcase & The REV Theatre's *The Boy Who Cried Wolf*
- **July 27** – Acoustic Duo Jim Van Arsdale & Connie Patti

AUGUST

- **August 3** – Sweet Treat Trail Takeover ft. Lock 52 Jazz Band (*limited vendor spots available)
- **August 10** – City of Auburn Founder's Day
- **August 17** – Local favorite Honky-Tonk Hindooz
- **August 24** – Women's Equality Day ft. Jess Novak & Colleen Kattau
- **August 31** – Season Closing Day ft. R&B/Soul vocalist Michael Houston & guitarist Dave Kuykendall

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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. 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,
(Applicant)
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
- State St. Plaza
- Other Facility/Location: _____
- Special Event (Please specify): _____

Property, facilities, and/or services by the City of Auburn and/or the activities, functions, events, affairs, or proceedings of _____ on _____.
(Applicant) (Date of usage)

CITY OF AUBURN

By: _____
(Applicant)

By: _____
(City Manager)

DATE: _____

DATE: _____