



**ALLENTOWN
ASSOCIATION**
50+ Years Of Community Service

Allen West Art Festival

Food Vendor Application 2019

June 8th and 9th, 2019
Saturday 10:00 am - 7:00 pm
Sunday 10:00 am - 6:00 pm
Allen Street (Elmwood to Wadsworth)
Wadsworth Street (Allen to Hudson)
Buffalo, New York

The 21st Annual Allen West Festival is produced and presented by the Allentown Association. We are a community association focused on the historic preservation, business development and beautification of our unique Allentown neighborhood.

The mission of the Allen West Festival is to showcase local artisans and craftspeople in an affordable and high profile venue, highlight Allentown businesses, and promote the Allentown neighborhood.

GENERAL FESTIVAL INFORMATION

Food vendors will be allotted a booth space that is a minimum of **12' x 15'** for both days of the festival. Food vendors are allowed up to 2 booth spaces, at the Association's discretion.

We collect the Erie County Health Dept. & the City of Buffalo Fire Prevention Bureau permits & fees. Please include 1 check payable to the Allentown Association for \$600. If you have a blanket ECHD permit please provide copy.

All vendors must have the permission of the Allentown Association to sell approved food items in the festival area on these days.

The City of Buffalo will not grant a permit to any person seeking exhibit space without the Association's consent.

The Allen West Committee will review all applications and select vendors to ensure a wide variety of food offerings.

The Festival will be located on Allen Street from Elmwood to Wadsworth, and Wadsworth from Allen to Hudson.

The sale of items not approved may be cause for removal from festival area without a refund.

GUIDELINES

The Festival runs from 10am-7pm on June 8th & 10am-6pm on June 9th. Exhibitors agree to be present on both days for the full hours of the festival.

Booths must be closed for business at 7:00 PM and be removed from the street by 8:00 PM on both nights as the street must be re-opened for traffic. Set up can begin both days starting at 5:00 AM. **Vehicles MUST BE REMOVED from the street NO LATER THAN 8:00 AM.**

The street will be closed to traffic from 6 AM to 9 PM on June 8th and 9th.

Parking is severely limited. Three City owned lots are in the Allen West area that are available for public and vendor parking.

Each food vendor is responsible for maintaining a clean site. It is each vendor's responsibility to ensure the surrounding area is clean at the end of each day. Vendors must remove their own garbage or a \$50 cleaning fee will be assessed for each day.

Please be reminded that regulations require you to:

- display an Erie County Dept. of Health Permit to Operate a Temp. Food Service Establishment,
- display your City of Buffalo permit (after receipt from Allentown Association the day of the event),
- display the Flame Resistant Certification typically sewn into the corner of your tent
- display a propane permit from the City of Buffalo Bureau of Fire Prevention, and
- have a 10-B:C fire extinguisher.

You are required to supply your own electricity, charcoal, propane, and water; generators are allowed, at the Associations discretion.

All exhibitors who sell at shows in New York State are required to collect New York State sales tax. A "Certificate of Authority" may be obtained by calling the NYS Department of Taxation and Finance at 1-518-485-2889.

IMPORTANT DATES

All 3 applications and fees must be sent to the Allentown Association postmarked **NO LATER THAN April 5, 2019** in order to be considered for this year's festival.

There will be a mandatory food vendor meeting in May. Date T.B.A.

Notification and terms of acceptance will

be sent beginning of May. If you are not chosen for this year's festival your fees will be returned

If you withdraw from the festival before **April 20, 2019** a \$50 administration fee will be deducted from your refund. Fees will not be returned after **May 3, 2019** if you withdraw from the festival.

QUESTIONS?

If you have any questions or need additional information, please contact Gretchan Grobe, Allen West Chair, or

Andrew Eisenhardt, Executive Director Allentown Association at 716-881-1024 or allenwest@allentown.org



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**Food Vendor Application
Allen West Art Festival 2019**

Please complete the attached 3 applications and send to the Allentown Association at 61 College St., Buffalo, NY 14201. The application must be postmarked **NO LATER THAN April 5, 2019 and include the \$600 fee.** Fees will be returned if not selected. If you need help with pricing don't hesitate to call.

Include:

- 3 Applications (Allen West, Buffalo Fire, Erie County)
- Check or money order for \$600.00
- A certificate naming The Allentown Association Inc, As an additional Insured on your Liability Insurance
(A Hold Harmless agreement can substitute if necessary)
- If you have a blanket 2019 ECHD permit your fee is \$500.00
include photocopy of your permit

Allentown Association Use:

Date R'cvd: _____

Check # _____

Amount \$ _____

Booth # _____

Name: _____

Address: _____

Street

City

State

Zip

Phone: (____) _____ E-Mail: _____

Tax ID # _____ Number of Spaces (12'x15') (2 MAX): _____

Fuel Source: Propane___ Generator___ Charcoal___ Other_____(describe)

Must obtain prior authorization from Allentown Association Inc for all fuel sources

Description of Food Items and Prices:

1. _____ \$ _____

2. _____ \$ _____

3. _____ \$ _____

4. _____ \$ _____

*** NOTE, New for 2019 ***

In an attempt to make set up easier & maximize vendors, we are considering a new procedure for food booths. We anticipate a tiered pricing structure in future years. The booths on the enclosed map will be measured individually. Food vendors may stay set up overnight at your own risk. We express nor imply any guarantees of safety

- Please include photos of your rig or your set up at a show.
- What is the exact length and width you require ? _____
- If you have a trailer/truck what side do you vend out of? _____
ie: right, left, back