



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

20th Anniversary Allen West Festival Food Vendor Application 2018

June 9th and 10th, 2018
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 20th 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 12' x 15' for both days of the festival. Food vendors are allowed up to 2 booth spaces, at the Associations discretion.

We are now collecting the Erie County Health Dept. & the City of Buffalo Fire Prevention Bureau permits & fees. Please include 1 check payable to the Allentown Association for \$595.00 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 for 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 9th & 10am-6pm on June 10th. 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 9th and 10th.

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 March 31, 2018** 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 on **April 28, 2018**. If you are not chosen for this year's festival your fees will be returned

If you withdraw from the festival before **April 21, 2018** a \$50 administration fee will be deducted from your refund. Fees will not be returned after **May 5, 2018** 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 allIntown@localnet.com

