

*Town of DeWitt Parks & Recreation  
5400 Butternut Drive, East Syracuse, NY 13057  
(315) 446-9250 x 9*

## **FOOD TRUCK VENDOR INFORMATION**

**EVENT:** 48<sup>th</sup> Annual Canal Day  
**WHEN:** Saturday, August 6, 2016, 12:00 – 10:00pm  
**VENDOR TIME:** **12:00-6:00pm – you are welcome to stay longer**  
**WHERE:** Ryder Park, 5400 Butternut Dr, E. Syracuse, 13057  
**FEE:** \$50 + \$50 \*Cleaning Deposit  
**PAYMENT:** \$100 Cash or Check made payable to the *Town of DeWitt*  
\*Cleaning Deposit is refundable following satisfactory inspection at end of event.

### **APPLICATION, INSURANCE, FEES/DEPOSIT, AND PERMIT REQUIREMENTS** **Due by: Friday, July 1, 2016**

1. **Insurance Certificate:** Provide a General Liability Insurance certificate listing the Town of DeWitt, 5400 Butternut Drive, East Syracuse NY 13057 as additionally insured with at least \$1 million of general liability coverage.
2. **Required Permits:** Vendors must possess a valid permit to collect sales tax and a NYS Health Department permit to sell food.
3. **Fees/Deposits:** Total due equals \$100; includes Vendor Fee of \$50.00 plus a refundable \$50.00 Cleaning Deposit following a satisfactory inspection at the end of the event. One check is fine.
4. **Completed Application:** Return the application with payment and insurance certificate. You may keep this page for your information.

### **GENERAL INFORMATION**

Thank you for participating in this year's Canal Day celebration. Our goal is to provide a variety of high quality foods. To ensure variety, all vendors must submit an application with a description of ALL items being sold in order to eliminate duplicate menu options.

Vendors are responsible to provide any items required for their display set-up. This event is held outside. Be prepared for all weather conditions.

### **LOGISTICS**

**Location:** Canal Day will be held on the grounds of Ryder Park and in the DeWitt Town Hall parking lot adjacent to the park at 5400 Butternut Drive, East Syracuse, NY 13057. You will be directed to your specific location the day of the event.

**Load-In:** Anticipate a load in time between 11:00 and 11:30am. The event officially kicks off at 12:00pm. **Do not park and set-up until you check-in and receive your specific location, otherwise you may be asked to move.** Any additional vehicles will be directed to the designated parking area.

**Departure:** Before packing up for the evening, check-out with Parks Staff to ensure a safe departure and to get an inspection for refund of Cleaning Deposit.

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**FOOD TRUCK VENDOR APPLICATION**

The undersigned hereby applies for sales or demonstration space at the Town of DeWitt Parks and Recreation Department's annual Canal Day celebration. It is understood that in consideration of payment, the undersigned will be permitted to sell items subject to the following provisions:

1. The undersigned agrees to release the Town of DeWitt from any loss or damages due to fire, theft, inclement weather or other causes, and all liability for injury during the duration of the event or the space provided.
2. The undersigned agrees to be liable for any damage to the facility, property, or premises caused by their vehicle, product, or exhibit accidental or otherwise.
3. The undersigned acknowledges that the Cleaning Deposit is NON-refundable in the event of an unsatisfactory inspection at time of check-out.
4. All booths should remain open and staffed during the event (12:00 – 6:00pm).
5. This agreement is NOT TRANSFERABLE for any reason.
6. No REFUNDS for cancellation.

Please complete the bottom of this form, sign and return it, along with a check payable to the *Town of DeWitt* in the amount of \$100. The \$50 Cleaning Deposit will be refunded following a satisfactory inspection at the end of the event.

DATE OF EVENT: **Saturday, August 6**      **12:00 -6:00 pm (you may stay longer)**

SET-UP TIME:      Saturday, August 6      Between 11:00 and 11:30am

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Name \_\_\_\_\_ Cell Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Business Name \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

<b>Vehicle:</b>	Year	Make	Model	Color	License Plate	State

**Power:**

I am self-contained with no additional power requirements.

I require the following power: \_\_\_\_110 volts \_\_\_\_220 volts

**ALL Menu Items to be Sold:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The vendor hereby executes this agreement:

**Vendor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_