



Fairport Canal Days

June 5 – 6, 2010

Sponsored by the
Fairport-Perinton Merchants Association Inc.
www.fairportcanaldays.com

FPMA Merchant - Food Vendor Application and Requirements

Merchant Food Vendor Requirements

Festival Dates

Fairport Canal Days will be held June 5 – 6, 2010 rain or shine in the Village of Fairport. Show hours are 10 a.m. to 6 p.m. on Saturday and 10 a.m. to 5 p.m. on Sunday. All exhibit setup must be completed by 9 a.m. on Saturday and must be removed by 7 p.m. on Sunday. Main Street will be close to vehicular traffic at 9 a.m.

Spaces

All spaces are 12' x 10' located along the street or in parking lots. You may not sell or trade your space, in part or in whole, to another vendor. **Water is not available at any location.** You are responsible for ensuring a clean area around your designated space. If you generate grease or oil during your food preparation, all residues must be completely cleaned at the conclusion of the show.

Fees

Your 12' x 10' booth is free, non-electric. There is a fee of \$260.00 for each additional 12' x 10' space that must be submitted with your application. The fee is for Saturday and Sunday only. Make checks payable to **FPMA Inc.**

ORconsider a NEW option.....

You can buy a food vendor spot in one of the food court locations (Fpt. Junction, Fleet Bank or Box Factory lot) for a discount of \$550(regular \$750 for other food vendors). This includes electric in a 12' by 20' spot!! Advertise that you are a Fairport merchant in your booth so customers will know where to find you for their return visit.

NEW: Late Fee - \$50.00 Any application postmarked after March 1st must include a late fee of \$50.00.

Health Department Certification

All food vendors must comply with the requirements established by the Monroe County Health Department. If your menu includes potentially hazardous food such as hamburgers, chicken or beef you must have at least one certified food worker at your site during all food preparation, cooking and service. If you serve non-hazardous food, you are not required to have a certified food worker. **However, you must still obtain a permit to operate.** Monroe County Health Department inspectors will be inspecting all food booths during Fairport Canal Days. If you have questions regarding food worker certification or Health Department requirements, contact Mary Bishoff at the Monroe County Health Department (585-274-6869).

Sales Tax

Each food vendor is responsible for collecting New York State and Monroe County sales tax (8.00%). A copy of your Certificate of Authority must be displayed in your booth. Failure to do so may result in your removal from the show. If you do not already have a Certificate of Authority, call the New York State Department of Taxation and Finance at 1-800-462-8100 from within New York State (*from out of state the number is (518) 438-1073*).

Application Process

Complete and return the application along with any additional requested booth space fee and an insurance certificate (see below). When completing the application, be very specific about your electrical requirements. If you need more space than the application provides, please attach an additional page of information.

New vendors or vendors who participated in Canal Days prior to 2002 must also submit a booth photograph. The application deadline is March 1, 2010. All applications must be postmarked on or before that date. Acceptance letters will be mailed on or before May 1, 2009. The acceptance letter will provide further instructions about parking, space assignments and set-up times. No refunds will be issued after May 1st.

Mail your completed application to:

Fairport Canal Days, PO Box 1257, Fairport, NY 14450 Attn: Merchant Food Application

Email questions to: info@fairportcanaldays.com

Insurance

A certificate of insurance showing General Liability (including product liability) in the amount of one million dollars must be included with your application. The Fairport-Perinton Merchants Association Inc. must be listed as an additional insured on your policy.

Please check the following to demonstrate that you have read and agree to the conditions and requirements of the festival:

- I agree that the Village of Fairport, the Fairport-Perinton Merchants Association Inc. and individual merchants will not be held responsible for any theft, loss of property or personal injury suffered during or as a result of participation in Fairport Canal Days
- I will not offer any products for sale that are not routinely sold in my place of business
- My display area will be staffed at all times during show hours.
- I will not sublet or place any other business or organization in my space.

If you are interested in donating or loaning store merchandise for one of the entrances to the show with your business name displayed (for example: a mug or a discount coupon for your shop), please call Ed Bradford (585) 425-3800 for more information.

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Merchant Food Vendor Application

Please type or print legibly:

Your Name _____ Daytime Phone (____) _____

Business Name _____ Evening Phone (____) _____

Street Address _____ E-mail Address _____

City & State _____ Zip _____

NYS Tax ID# (Certificate of Authority):

Describe all products you wish to sell: _____

Electrical Requirements: Device Type Voltage Amperage Wattage

List any additional devices and requirements separately.

Number of Spaces Requested: One 12' x 10' non-electric (free) Two non-electric (free +\$260)

New Option **One 20' x 20' electric space in a designated food court area (\$550)**

As a food vendor, I agree to the conditions and requirements of the show. I agree that the Village of Fairport, the Fairport-Perinton Merchants Association Inc. and individual merchants or individual volunteers will not be held responsible for any theft, loss of property or personal injury suffered during or as a result of participation in Fairport Canal Days.

Signature: _____ Date: _____

Applications must be postmarked no later than March 1, 2010. New vendors or vendors who participated in Canal Days prior to 2002 must also submit a booth photograph. Applicants will be notified of acceptance/non-acceptance by May 1, 2010. Include a check for \$260 for each additional 12' by 10' space requested or check for \$550 for a 24'x20' electric space. Make checks payable to FPMA Inc.

Mail your completed application, insurance certificate,
photo (if required) and check to:

Fairport Canal Days, c/o Edward J. Bradford,
Edward Jones Investments, 105 Packetts Landing,
Fairport, NY 14450 Phone 585.425.3800