



Fairport Canal Days 2017

June 2 - 4, 2017

Sponsored by the Fairport-Perinton Merchants Association Inc.

Food Vendor Requirements

Festival Dates

Fairport Canal Days will be held June 2 - 4, 2017 (rain or shine) in the Village of Fairport. Show hours are 5pm – 10pm Friday night (Fairport Junction only), 10am - 6pm Saturday (5pm – 11pm Saturday night in Fairport Junction only), and 10am - 5pm Sunday. All sites must be set up by Friday evening and must be removed by 7pm on Sunday. (Specific set up times will be sent with the acceptance letter (see below)). Main Street will be closed to vehicular traffic at 9am each day.

Spaces

Spaces are 20' wide by 10' deep. (Half spaces will be available). You may not sell or trade your space, in part or in whole, without reviewing with the Food Coordinators. 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.** During the show, all items for sale and prices must be posted and you may only sell what you have listed on this application. Any deviation from what is listed on this application must be approved before placing the item(s) for sale.

Fees

Fees are listed on the insert. Make checks payable to **FPMA Inc.**

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.

The form "Application for a Permit to Operate a Temporary Food Service Establishment" can be found at: <http://www.monroecounty.gov/online-forms.php> under Health. If you have any questions regarding food worker certification or Health Department requirements, contact Maryann at the Monroe County Health Department (585-753-5553).

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, you can obtain one at <http://www.tax.ny.gov/bus/st/register.htm>

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., 6 N. Main St., Fairport, NY 14450 and the Village of Fairport, 31 South Main St., Fairport, NY 14450, must be listed as additional insured on your policy.

Application Process

Complete and return the application along with space rental fee for the space desired and an insurance certificate (see above). When completing the application, be very specific about your electrical requirements. To limit overlap of offerings, list your food offerings in priority order. *New vendors must also submit a booth photograph.* If you need more space than is available on the application, please attach an additional page.

The application deadline is Friday, March 3, 2017. All applications must be postmarked on or before that date. Email or mail your completed application and payment to: info@fairportcanaldays.com or Fairport Canal Days, P.O. Box 1257, Fairport, NY 14450. Acceptance letters will be mailed on or before April 15th. The acceptance letter will provide further instructions about space assignments, set-up times, and parking. No refunds will be issued after May 1st. Contact John Laurence at jlaurenc@rochester.rr.com if you have any questions about Canal Days or this application.



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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 products you wish to sell: _____

Electrical Requirements: Device Type Voltage Amperage Wattage

List any additional devices and requirements separately on back.

Box Factory/Bank of America/Village Landing - Number of Half Spaces Requested (\$450 per space): _____

Box Factory/Bank of America/Village Landing - Number of Full Spaces Requested (\$850 per space): _____

Fairport Junction (includes Fri. & Sat. Night) - Number of Full Spaces Requested (\$1100 per space): _____

Free Standing Street Space – Number of Spaces Requested (\$250 per space): _____

Merchant Space (current FPMA membership required) (60% off regular rate): _____

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 3, 2017. New vendors must also submit a booth photograph. Applicants will be notified of acceptance/non-acceptance by April 15, 2017. Include a check for the space rental fee for the space desired and make checks payable to FPMA Inc. An electronic invoice to pay through PayPal can also be requested via email.

Email or mail your completed application, insurance certificate, photo (if required) and check to:

info@fairportcanaldays.com

Fairport Canal Days

P.O. Box 1257

Fairport, NY 14450