

Hornell Maple City Fall Festival
September 28th 2019

Tent / Table Set up: September 27th 6:00 PM - 9:00 PM

Day of Set up: 7:00 – 10:00 AM

12:00 – 11:00 Vendors MUST stay 6:00 PM

Location: Main Street Hornell

Vendor location will be assigned based on vender type & departure requirement. Set up time will be finalized by September 24th, all approved Vendors will be called with set up details.

Maple City Fall Festival Vendor Rules of Operations & Acknowledgement & Code of Conduct

Minimum expectations for all Maple City Fall Festival vendors are that they be reliable, be set up to greet customers for the opening of the days events by 11:00 a.m, and keep a good, positive attitude for the duration of the festival hours.

1. Downtown Hornell is a “Family Friendly” area and all are expected to act appropriately.
2. Vendors are required to wear shoes and shirts at all times. Vendors should wear clean clothing and present a professional appearance.
3. Foul language, profanity, or other rude behavior is not permitted.
4. Incidents of unruliness and verbal disdain will not be tolerated and will result in immediate and permanent expulsion from future HPG events
5. Possession of firearms or consumption of alcohol or use of drugs, or operating under the influence is not permitted and is grounds for permanent eviction from any HPG/City of Hornell sponsored events.

Festival Vendor Rules and Responsibilities:

1. All vendors must complete and submit a Vendor Application which includes acceptance of the Maple City Fall Festival Rules and Regulations, and adherence to related governmental rules and permit/insurance requirements.
2. Required applications, permits, licenses, and fees must be complete before vendors will be allowed to participate in the Maple City Fall Festival.
3. All vendors must display a sign in their stall clearly identifying the name of the vendor and their location (county or city). Other information, such as telephone number/ website may be included.
4. Vendors must provide their own table, chairs, signs, and refrigeration (if needed). (10 X 10 tents)
 - Note: this will be on pavement so please ensure you have a way of holding your tent in place
5. Generators are required for all vendors...NO power will be provided
6. Vendors and their employees are responsible for informing themselves about and complying with federal, state, and local health regulations and licensing requirements governing the production, display, distribution, sampling, and sale of their products.
7. Vendors providing samples of their products must comply with the rules governing sanitation and health issues from the City of Hornell Health Department or other authorities.
8. Manufactured food products must meet City of Hornell Health Department requirements, including licensing and permitting rules.
9. Foods and food products produced by “Cottage Food Producers” may be sold at the Maple City Fall Festival pursuant to the rules and regulations established by the State of New York Department of Health.

10. All foods must be properly labeled. No un-labeled packaged or processed foods are allowed.
11. For information on the sale of manufactured canned or other processed foods contact the City of Hornell Health Department.
12. The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
13. Vendors must supply all materials and containers for customer sales.
14. Vendors are responsible for obtaining a Sales Tax Number if required by the State of New York and collecting and paying any sales tax that may be assessed on their products. The vendor shall be responsible for filing any and all returns required by the State of New York with respect to sales tax collection. The Hornell Partners for Growth 2019 Maple City Fall Festival will not involve itself in collection, audit, or other related sales tax activities.
15. Trash must be placed in suitable containers. The City of Hornell provides trash barrels for vendor convenience. No trash should be left in the Maple City Fall Festival area.
16. Portable restrooms are available on site.
17. It is the responsibility of the prospective vendor to complete, sign, and return all required paperwork and fees. Incomplete packets will not be processed.
18. Late arrivals are disruptive to other vendors and customers and reflect poorly on the Maple City Fall Festival as a whole.
19. All vendors must sign and return all parts of the application and Indemnity Agreement to the Maple City Fall Festival Manager with payment prior to attending the Maple City Fall Festival.
20. Vendors who leave early may not be approved for future HPG vendor events. Exceptions will be made for emergency cases. Vendors that I know will be leaving early will be placed at the far end of the festival as to not disturb the event.
21. ***All Vendors wishing to join us MUST turn in your application & check by September 20th!!***

Prohibited Items:

Yard Sale items, pets (except gold fish games), firearms, knives (except for kitchen cutlery), swords, unsafe articles, pea shooters, snappers, tirebats, caps, fireworks, satanic paraphernalia, whips, foul smelling spray, drug paraphernalia, anything deemed offensive (ie. vulgar, sexual) etc. will not be permitted on the premises, or on sale in the exhibit area. Other objectionable items will not be permitted under the discretion of HPG.