

Hornell Wildflower Festival
May 30th 2020
Noon – 6:00 PM

Tent / Table Set up: May 30th
9:00 AM (Please DO NOT start to set up before 9AM)

Vendors MUST stay 6:00 PM

Location: 1 Steuben Square

Vendor will be able to select 10x10 spot at time of check/application drop off.

Please note:

- We are not sure at this time if a tent will be provided this year. Will know more after the budget is provided in the middle of Feb.
- If this is something you require to set up please let me know and I will contact you once the determination has been made.
- No STEP Walk taking place allowing us to set up later in the month & morning.

2020 Wildflower Festival Vendor Rules of Operations & Acknowledgement & Code of Conduct

Minimum expectations for all Wildflower Festival vendors are that they be reliable, be set up to greet customers for the opening of the days events by 11:45 a.m., and keep a good, positive attitude for the duration of the festival hours.

1. 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 Wildflower 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 Wildflower 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)
5. Generators are required for all food & craft 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 Wildflower 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 2020 Wildflower 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 Wildflower 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 Wildflower Festival as a whole. Arriving after set up time will cause you to lose your spot.
19. All vendors must sign and return all parts of the application and Indemnity Agreement to the Wildflower Festival Manager with payment prior to attending the Wildflower 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 May 15th!!

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.