

Hornell Maple City Festival  
October 14, 2023  
12:00 PM – 6:00 PM

Set up:

**Food Vendors:** Friday October 13, 6:00 – 9:00 PM

Power **NOT** provided please ensure you have a generator

**Craft Vendor:** Saturday October 14, 8:00 – 10:00 am

- All vendors will arrive from Church Street, you will be asked for your vendor / business name/POC contact.
- A Member of the HPG Team will give you directions where to set up.
- Please note that all craft vendors will be set up based on when they arrive. There will NOT be assigned locations, the goal to ensure a safe and easy set up for everyone.
- Parking, will be limited as the Car Show will be in the back parking lot by the YMCA, this is also where you will park.
- Please be courteous with each other, you may have to wait for someone to finish unloading before you can move.

**Kid event type Vendor:**

- The **layout may change**, but as of right now you will be on Broadway Mall
- This arrival process is still being worked out, you will receive a call from HPG a few days before the event with your set up details

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

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 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 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. Power is not available
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 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 Maple City 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 Festival area.
16. **Food Vendors DO NOT put any water or food waste into the street, doing so will cause you to not be allowed to set up at future events.**
17. Portable restrooms are available on site.
18. It is the responsibility of the prospective vendor to complete, sign, and return all required paperwork and fees. Incomplete packets will not be processed.
19. Late arrivals are disruptive to other vendors and customers and reflect poorly on the Maple City Festival.
20. All vendors must sign and return all parts of the application and Indemnity Agreement to the Maple City Festival Manager with payment prior to attending the Maple City Festival.
21. 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.

22. **All Vendors wishing to join us MUST turn in your application & check by October 6<sup>th</sup>, 2023**

## Note the updated Prohibited Items and rules for Political Items:

### **This is a kid friendly event and includes Prohibited Items:**

Yard Sale items, pets (except gold fish games), firearms, knives (except for kitchen cutlery/Fishing), swords, unsafe articles, pea shooters, snappers, tire bats, caps, fireworks, satanic paraphernalia, whips, foul smelling spray, drug paraphernalia, anything deemed offensive, including but not limited to vulgarness, **profanity/swear words**, sexual, hate symbols, racist, threatening 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. **If you sell or display political items, please include this information, and specify in your application for the Board to review.**

**No items such as clothing, hats, flags with profanity, confederate flags, BLM, anything found to be hateful or prejudice**