

2023 Maple City Fall Festival Vendor Application

Oct 14, 2023 Noon – 6:00 PM

Fully complete **ALL** information and sign **ALL** area's, not doing so will cause HPG to return your application.

Vendor Company Name _____

Contact Names _____

Mailing address _____

Contact Phone _____

Contact E-mail _____

Emergency Contact Name/Number: _____

List of Products to be sold: No items such as clothing, hats, flags with profanity, confederate flags, BLM, etc.

All Vendor's **as applicable**

Sales Tax # _____ Health Department # _____ Fire Permit # _____ Home Processing # _____

Everyone MUST Agree to:

1. Show times between 8:00 am – 10:00 am
2. Be unloaded with cars moved out of the area by 10:30 AM.
3. All vendors will stay until 6:00 PM

Check List to Return to HPG: **Payment Send to:** **Hornell Partners for Growth PO Box 643 Hornell NY, 14843**

____ Free for Non-Profit's, School's Club, HPG Business

____ \$50.00 Craft Vendor (No Electric offered) – 10 x 10 Spot, no trailers, Cars, etc. in the area

____ \$100.00 Food Vendor – (No Electric Offered)

____ Check what area you want to be in: _____ Craft _____ Kids _____ Food area if room

____ Check/ Money Order ONLY

____ Hornell Partners for Growth / Send copy with application _____ Please note on check/money order: MCFF

Point of contact Signature: _____

HPG Manager Signature: _____

Indemnity Agreement

WHEREAS, (Write in POC/Business Name) _____, a vendor, charitable organization or other type of entity (User) desires to participate in the Hornell Partners for Growth Festival ; and WHEREAS, such organization meets the criteria for participation in the Hornell Partners for Growth Festival and agrees to obey the rules of Festival and understands the nature of operating within the Hornell MCF and their responsibilities as a Festival Vendor or Participant in the festival , including assuming responsibility for safe operation and conduct of their business within the Festival ; the User agrees to indemnify, hold harmless and defend the Hornell Partners for Growth, its officers, agents and employees from and against all liability for and all claims, suits, demands, and/or actions for damages, injuries to person (including death), property damage (including loss of use) and expenses including court costs and attorney's fees and other reasonable costs occasioned by or arising out of User's presence within the Festival area permitted by the City of Hornell conducted in connection with or incidental to participation and arising out of or resulting from the intentional acts or negligence of User, its officers, agents, employees, or person participating in the event sponsored by the User.

User further agrees that it shall, at all times, exercise reasonable precautions on behalf of and be solely responsible for the safety of its officers, agents, employees, participants, visitors and other persons as well as their property, while in or on the Festival grounds and surrounding areas. It is expressly understood and agreed that the City of Hornell shall not be liable or responsible for the negligence of User, its agents, servants, employees, customers, visitors and participants.

It is further agreed with respect to the above indemnity, that the Hornell Partners for Growth and User will provide the other with prompt and timely notice of any incident in any way directly or indirectly, contingently or otherwise affected or which might affect the User or Hornell Partners for Growth. User further agrees that this indemnity provision shall be considered as an additional remedy for the Hornell Partners for Growth and not as an exclusive remedy.

_____ (initial) As a vendor or participant, I understand that myself, my business/organization, my employees and affiliates are NOT covered by the Hornell Partners for Growth's insurance policy at any event that we participate in. I understand that if I want to be protected, I must obtain insurance. Hornell Partners for Growth strongly encourages all vendors and participants to obtain insurance.

_____ (Initial) Food Vendors will provide a copy of insurance documents, and all health & safety certificates

_____ (Initial) By signing this document you acknowledge that HPG is not asking for a copy of your insurance paperwork, however, you are confirming that you are fully covered by your insurance policies and that you waive / release Hornell Partners for Growth, the City of Hornell and any of its employees, volunteers or contractors from any legal action taken against you for your named business, booth, products, etc. if you are willing to provide a copy please do with your application.

Business Name: _____

Responsible Party/Owner/Manager Name Printed _____

Signature: _____ Date: _____

Phone Number: _____

Maple City Festival Rule's of Operations Acknowledgement

Vendor Business Name _____

Vendor Point of Contact Name _____

Vendor Phone Number _____

Vendor Email _____

Website or Facebook: _____

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. No items such as clothing, hats, flags with profanity, confederate flags, BLM, etc. Other objectionable items will not be permitted under the discretion of HPG

By filling out/signing this letter you agree that you have **received, read, understood, and agree to all rules** as outlined in the HPG Rules of Operations packet.

Printed Name: _____

Signature: _____

Date: _____

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Please keep ALL pages from here back for your reference

Set up:

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

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

1. ** Please note change... Food Vendors will be by City Hall this year & Water – Please bring water with you or be prepared to “Hike” carry water from the far side of Broadway Mall, our source we used to have is no longer available.

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: Saturday October 14, 8:00 – 10:00 am

- 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

1. Show time 8:00 – 10:00 AM
 - Come Down Church Street
 - Check in, and a volunteer will get you safely to your spot
 - Vendors will fill in on a first come first serve bases, starting at the far side by Pizza King, fill in unless an area is blocked off for the business on the street, We will then fill in the side by the Movies, Then down the middle
 - If you are in the kids zone/City Hall Side.... You will have assigned spots based on availability
2. All cars out of area by 10:30 – Take car's to parking lot behind the movies / across from the YMCA
3. Set up, Ready to go by 11:30
4. Tear Down 6:00 PM
 - No cars allowed back in the area.
 - We will have event crew / volunteers to help take things back to your car.
 - Please have all items packed and ready to move before you ask for assistance.
5. Directions:
 - a. Put in 23 Genesee Street, Hornell NY 14843, this will get you to the US Post Office, go to stop sign
 - b. Turn Right on Church Street, stop at check point
 - c. Check in, they will send you to the area you have identified on your application (kids, craft), Please note that you might end up in an a different area depending on number of vendors who sign up.

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:

2. 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.
3. Required applications, permits, licenses, and fees must be complete before vendors will be allowed to participate in the Maple City Festival.
4. 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.
5. 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**

6. Power is not available
7. 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.
8. 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.
9. Manufactured food products must meet City of Hornell Health Department requirements, including licensing and permitting rules.
10. 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.
11. All foods must be properly labeled. No un-labeled packaged or processed foods are allowed.

12. For information on the sale of manufactured canned or other processed foods contact the City of Hornell Health Department.
13. The vendor is solely responsible and liable for any claims and damages resulting from the sale of unsafe, unapproved, or unsound goods.
14. Vendors must supply all materials and containers for customer sales.
15. 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.
16. 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.
17. 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.
18. Water – Please bring water with you or be prepared to “Hike” carry water from the far side of Broadway Mall, our source we used to have is no longer available.
19. Portable restrooms are available on site.
20. It is the responsibility of the prospective vendor to complete, sign, and return all required paperwork and fees. Incomplete packets will not be processed.
21. Late arrivals are disruptive to other vendors and customers and reflect poorly on the Maple City Festival.
22. 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.
23. 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.

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