

# TASTE NY APPLICATION

## Oswego Harborfest July 25 – 28, 2019 Oswego, New York



### THE PROCESS

Application to be a Taste New York Vendor does not guarantee acceptance. Review of applications begins February 1, 2019 and continues until all sites are filled. Returning vendors participate for the full weekend (Thursday – Sunday) or new vendors have the option of participating for the full weekend or for a single day (Friday – Sunday).

**APPLICATION FEE:** \$35 (non-refundable)

**LOCATION: BREITBECK PARK**

### SITE FEES (10 X 10 booth):

Thursday - Sunday	\$275 (\$300 after 2/27)
Friday only	\$100 (\$125 after 2/27)
Saturday only	\$150 (\$175 after 2/27)
Sunday only	\$100 (\$125 after 2/27)

### MISCELLANEOUS FEES (if applicable):

Electricity @ \$25 based on duplex outlet/20 amps

Insurance @ \$90

Contact the Vendor Coordinator if interested in renting tent/table/chairs from Harborfest

### PAYMENT SCHEDULE:

All fees are to be included with the application. If paying with check, submit two checks: Application fee & Booth/miscellaneous fees. Checks should be made payable to Oswego Harbor Festival, Inc. There will be a service fee of \$25 for any returned checks.

The booth/miscellaneous check will only be processed if the Vendor is accepted. If the Vendor is not accepted, the booth/miscellaneous check will be returned. If paying with credit card, the application fee (if applicable) will be processed immediately and the booth/miscellaneous fee will only be processed if the vendor is accepted.

### FESTIVAL REGULATIONS

1. Vendors must abide by the regulations as set forth in the application. Vendors who do not display and sell items submitted with their application will be asked to leave. If asked to leave the festival, a Vendor will forfeit the booth fee. Harborfest will not be liable for lost profits or consequential or incidental damages including, but not limited to travel, lodging, insurance or wages.
2. Only agricultural products grown and food products processed within New York State will be allowed in this event.
3. Vendors may offer samples and sell products.
4. Vendors must be set up by the time their assigned venue opens each day (subject to change) and remain open until the specified closing times unless notified by Festival officials. Vendors will be provided with exact times by July 1, 2019.
5. No specific booth locations are guaranteed and prior participation in the festival does not guarantee space in the 2019 Festival.
6. Booth spaces are priced according to actual size of booth footprint, with vending from the front only. Vendors and their belongings must stay within these boundaries. Hawking, soliciting or roaming the crowds is not allowed and booth spaces cannot be sublet or reassigned. Selling from trucks, vans or trailers is not permitted.
7. All booths should be secure and stable in construction. **Electricity is not guaranteed, and a fee is charged if electricity is provided.**

8. Harborfest requests vendors to provide their own tents (preferably white), tables, and chairs. However, they can be rented from Harborfest for an additional fee.
9. Display booths and items left in place before, during or after the show hours are the full responsibility of the Vendor. Standard public security will be provided.
10. Set up and display materials are Vendor's responsibility. Controlled vehicle access will be allowed at designated set-up times. No vehicles are allowed on site during the festival operating hours. NO EXCEPTIONS.
11. Vendors must be registered with the State of New York and are required to display "NYS Sales Tax Certificate" in booth at all times. Vendors are responsible for collection and payment of the appropriate NYS sales tax (8%). If you need a certificate contact: State of New York Tax ID Information (518) 485-2889 or [www.tax.ny.gov](http://www.tax.ny.gov). **Vendors must provide a copy of NYS Sales Tax Certificate with their application.**
12. **Vendor must provide Certificate of Insurance** naming **Oswego Harbor Festivals, Inc, Harbor Festivals Guild and the City of Oswego** as additional insured under the following guidelines: maintain general liability insurance written on an occurrence basis for itself at the festival with combined single limit bodily injury and property damage coverage of not less than \$1,000,000. This may be purchased through Harborfest for \$90.
13. Harborfest is not responsible for any damage, loss of personal property, personal injury or accidents involving Vendor and his/her personnel. Vendors indemnify and agree to hold Harborfest harmless from any and all claims, liabilities, demands, lawsuits, costs, penalties, expenses (including reasonable attorney fees) and judgments due to breach of this agreement by Vendors or their personnel.
14. Music played by vendors must not interfere with other vendors or stages and is not permitted while the stages are operating.
15. Vendors must contact the Oswego County Health Department (315) 349-3557 to obtain an Oswego County Health Permit.
16. Vendors selling wine must obtain a permit from the State of NY Department of Agriculture & Markets.
17. Harborfest personnel must authorize early withdrawal from the event.

**VENDOR'S SIGNATURE ON THIS APPLICATION INDICATES THAT (S)HE AGREES AND WILL COMPLY WITH THE TERMS AND CONDITIONS STATED HEREIN.**

CANCELLATION POLICY: If written notification is received by May 29, 2019, site fee will be refunded.

**APPLICATION PROCEDURE**

Complete application and return to Harborfest or apply online at [www.oswegoharborfest.com](http://www.oswegoharborfest.com).

Payment must be received with each application. Also include with Application the following items:

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| <input type="checkbox"/> Copy of NYS Sales Tax Certificate         | <input type="checkbox"/> List of all products to be sold                |
| <input type="checkbox"/> List of electrical devices to be utilized |   |
| <input type="checkbox"/> Copy of valid photo ID                    | <input type="checkbox"/> Photo/sketch of how you plan to use your booth |

**QUESTIONS? CONTACT US AT:**

Oswego Harbor Festivals, Inc.,  
41 Lake Street,

Oswego, NY 13126

(315) 343-6858 (315) 343-7390 (fax)

[www.oswegoharborfest.com](http://www.oswegoharborfest.com)

Email: [vendor@oswegoharborfest.com](mailto:vendor@oswegoharborfest.com)