



## FOOD VENDOR INTRODUCTION

**Oswego Harborfest**  
**July 25 – 28, 2024**  
**Oswego, New York**

Started in 1988 as a small, community dream, Harborfest grew to be named a five-time Top-100 Event in North America by the American Bus Association. The Festival features free musical entertainment and attractions in venues throughout the City of Oswego. The weekend also features talented artists and craftspeople, children's activities, international cuisine, a midway and the festival's memorable centerpiece – one of the most spectacular fireworks displays in the Northeast. The notoriety and longevity of Harborfest makes this an annual favorite and ideal place for vendors to showcase their products to the 50,000+ people who attend.

### THE PROCESS

Application to be a Food Vendor does not guarantee acceptance. Harborfest reserves the right to decline any vendor for any reason. Acceptance as a Food Vendor is dependent on the vendor providing all information requested on the Food Application. To facilitate siting, you are required to submit a photograph and floor/site plan of how you plan to use your site. Harborfest will take into consideration all products when determining the location of your site to avoid siting vendors with like products near each other. Harborfest retains the right of all final siting and menu decisions. Food Applications are due by February 28, 2024.

Complete the Preliminary Worksheet (on application) to determine approximate site/location costs. **In addition to site/location costs, etc. vendors will be charged a food vending fee based on type of food and venue.**

Acceptance as a Food Vendor is contingent upon receipt of a signed Agreement; payment of 1<sup>st</sup> installment; copy of valid NYS Sales Tax Certificate ([www.tax.ny.gov](http://www.tax.ny.gov) or 518-485-2889); a Certificate of Liability Insurance (listing Oswego Harbor Festivals, Inc, Harbor Festivals Guild and City of Oswego as additional insured); a Certificate of Worker's Compensation Insurance Coverage; an Oswego County Health Certificate (315-349-3557); and a City of Oswego Certificate of Inspection (propane tank and/or cooking apparatus only 315-342-8105).

**APPLICATION FEE:** \$35 (non-refundable) to be included with the application.

### PAYMENT SCHEDULE

Accepted Food Vendors will receive an Agreement and Invoice by March 15, 2024. Payments are due in two installments: **1<sup>st</sup> Installment – April 1, 2024, 2<sup>nd</sup> Installment – June 1, 2024.** There will be a service fee of \$30 for any returned checks. Checks should be made payable to **Oswego Harbor Festivals, Inc. Major Credit Cards are accepted.**

### FESTIVAL REGULATIONS

Vendors must abide by the regulations as set forth in the application. Vendors who do not display and/or sell exact list of items submitted with their application will be asked to leave. If asked to leave the festival, a Vendor will forfeit all festival fees. Harborfest will not be liable for lost profits or consequential or incidental damages including, but not limited to travel, lodging, insurance, or wages.

1. 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, 2024. **No early setup will be permitted, unless approved by Harborfest personnel.**
2. No specific booth locations are guaranteed and prior participation in the festival does not guarantee space in the 2024 festival.
3. Booth spaces are based on 10' wide by 10' deep. If more space is required, please indicate the exact size of your booth and you will receive a booth cost based on your **actual** size.
4. Electrical capacity is limited in certain areas. Food Vendors must supply accurate wattage for their site(s). Tampering with festival electrical equipment will result in additional charges or removal from the festival. Food Vendor power source is within 100 feet of site. **Vendors must supply up to 100 ft. of outdoor UL-approved cords no smaller than three-wire #12 "U" ground type.**

5. Water is provided. However, the Food Vendor is responsible to provide a minimum of 100 Ft. of "Food Grade" water hose with a "Y" gate with a backflow connection.
6. Harborfest requests vendors to provide their own tents (preferably white), tables, and chairs. However, they can be rented from Harborfest for an additional fee. Contact Vendor Coordinator for additional information. **In accordance with the NYS Fire Prevention and Building Code, a \$25 permit is required to erect or maintain a tent and membrane structures having an area in excess of 200 square feet and canopies in excess of 400 square feet. Contact info: City of Oswego Department of Code Enforcement (315-342-8265).**
7. Food Vendors are responsible for the security, storage and proper handling of food, and for their sites. Harborfest will maintain a limited security presence from 4 PM Thursday, July 25 until the close of the festival Sunday, July 28. Please note there will be no overnight security on Sunday night. All Food Vendors and their employees must wear personal identification.
8. Food Vendor will pay Harborfest in advance of the festival a rate based on location/site as well as a food vending fee based on type of food being served.
9. Food Vendor sites must be always kept neat. Food Vendors must have their own trash bags and trash receptacles and are required to keep trash receptacles emptied during the festival especially during peak times. Trash should be taken to closest dumpster. Grease must be disposed of in Harborfest identified grease disposal units.
10. Each year Harborfest has a series of "Official" food, drink, ice, and propane sponsors. Food Vendors will be notified of all the Harborfest official products prior to the festival. Failure to use official products and/or purchase of services from official sponsors will result in automatic removal from the festival.
11. **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. If you do not have insurance, you may purchase through Harborfest for \$90.
12. **Vendors using propane tanks and other cooking apparatus must complete the "Application for Propane Permit" and submit to the Oswego City Chamberlain's Office with a \$50 fee.**
13. 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 NYS Tax 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.**
14. Food Vendor must contact the Oswego County Health Department (315) 349-3557 to obtain an Oswego County Health Permit and the Oswego City Chamberlain (315-342-8105) for an inspection of cooking apparatus.
15. Harborfest personnel must authorize early withdrawal from the event.
16. In accordance with a city ordinance the use of Styrofoam is not allowed.
17. 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.
18. **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 31, 2024 fees will be refunded.

**APPLICATION PROCEDURE: Complete application and return to Harborfest with the following items:**

- Application fee (\$35 for each application submitted)
- Photo and Floor Plan
- List of all Electrical Devices to be utilized
- Complete Menu (including prices)
- NYS Sales Tax Certificate

**QUESTIONS? CONTACT US AT: (315) 343-6858, (315-)343-7390 (fax) or email: [vendor@oswegoharborfest.com](mailto:vendor@oswegoharborfest.com). Mail completed application with required items listed above to: Oswego Harbor Festivals, Inc., 41 Lake Street, Oswego, NY 13126**

# 2024 HARBORFEST FOOD VENDOR APPLICATION

(Please print legibly and fill in completely)

NAME	BUSINESS NAME	
ADDRESS	CITY, STATE, ZIP	
PHONE	CELL PHONE	NYS TAX ID NO. (Send copy of NYS Tax Certificate with application)
EMAIL ADDRESS	WEBSITE	

**VENDOR INFORMATION:** Are you a returning vendor?  Yes  No If returning, list years attended: \_\_\_\_\_

**REFERENCES:** (New vendors only – list one for each category): Festival/Show completed: \_\_\_\_\_

Business Reference: \_\_\_\_\_ Bank Reference: \_\_\_\_\_

**MENU:** It is mandatory to attach a menu of all items you wish to sell and the COST. Menus will determine acceptance and siting. Please list items in order of importance as some items may be disallowed to avoid duplication. You will be contacted in advance if you are unable to sell any of the items on your list. Food prices cannot be increased during the festival.

**SET-UP/SPACE REQUESTED: Please complete the appropriate section.**

**Trailer (if applicable):** Total space needed (including hitch): Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_ Length: \_\_\_\_\_

Is hitch removable?  Yes  No From what side or end of Trailer do you operate? \_\_\_\_\_

Where is the entrance door of the unit? (If on front of unit it needs to be included in "Frontage" space) \_\_\_\_\_

**Tent (if applicable)** Total space needed: Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_ Length: \_\_\_\_\_

Dimension (include stakes): Length \_\_\_\_\_ Width \_\_\_\_\_ Flaps:  Yes  No

**Food Truck (if applicable):** Total space needed: Frontage: \_\_\_\_\_ Depth: \_\_\_\_\_ Height: \_\_\_\_\_ Length: \_\_\_\_\_

**ELECTRICAL REQUIREMENTS: Mandatory to attach a list of all electrical devices you will utilize (include amperage for each device).**

Total wattage required to operate your site? \_\_\_\_\_ Standard duplex receptacles required: \_\_\_\_\_

Will you require our electrician to hardwire conductors directly into a two-pole breaker at 240 volts?  Yes  No

If yes, which installation do you require?  30  40  50  60 Amps  Other \_\_\_\_\_

(30 amp hardwire provides a maximum of 7200 watts. Each additional 10 amps hardwired provides an additional 2400 watts)

Will you need access to water?  Yes  No

**PRELIMINARY WORKSHEET:**

Indicate venue preference by numbering 1-2 (1= first choice)

Breitbeck  East Park (Washington Sq.)

**Basic Site Fee (10x10)**

(\$900 Breitbeck, \$400 East Park) \$ \_\_\_\_\_

**Additional Footage (frontage):**

(\$50/ft. Breitbeck, \$30/ft. East Park) \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Electric 120 Volt/20 Duplex Receptacle**

(max. 3 per vendor) \_\_\_\_\_ x \$100 = \$ \_\_\_\_\_

**Electric 240 Volt: 30 AMP Hardwired \$175 = \$ \_\_\_\_\_**

**Each additional 10 Amps \_\_\_\_\_ x \$ 50 = \$ \_\_\_\_\_**

**Insurance (if applicable) \$ \_\_\_\_\_ 90**

**Clean Up Fee (non-refundable) \$ \_\_\_\_\_ 50**

**\*\*Total estimated site cost \$ \_\_\_\_\_**

**\*\*Actual total will be calculated upon acceptance into the festival. An Agreement and Invoice will be sent to accepted Vendors by March 15, 2024.**

**\$35 APPLICATION FEE PAYMENT**

**(Check method of payment)**

Check/Money Order (Checks should be made made payable to: Oswego Harbor Festivals, Inc.)

Credit Card:  Visa  MC  Amex

**Credit Card Number:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_ **3 digit security Code:** \_\_\_\_\_

I am the authorized credit card holder and allow Harborfest to charge my account for Festival fees.

\_\_\_\_\_  
Authorized Card Holder

\_\_\_\_\_  
Date

**AUTHORIZATION:** I have read this application and will comply with all Oswego Harborfest regulations.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

**Please complete the back side of this form (Harborfest Food Vendor Application - Fine Print)**

# HARBORFEST FOOD VENDOR APPLICATION – FINE PRINT

## Festival Regulations

**Please read and initial all boxes to indicate acceptance of the rules**

**SITE** – Food Vendor shall provide all items for food preparation, service, clean up and general operation of the site. Site assignments are at the sole discretion of the Food Vendor Committee and are not transferable.

**INSURANCE** – Food Vendor shall provide proof of insurance naming **Oswego Harbor Festivals, Inc. Harbor Festivals Guild, The City of Oswego as additional insured** under the following guidelines: maintain general liability insurance (at your cost) 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 is available through the Harborfest provider at a cost of \$90.)

**OFFICIALS** - Each year Harborfest has a series of "Official" food, drink, ice and propane sponsors. Food Vendors will be notified of all the Harborfest official products prior to the festival. **Failure to use official products and/or purchase of services from official sponsors will result in automatic removal from the festival.**

**FOOD SALES** – All food sales will be for cash with the Food Vendor paying to Harborfest in advance of the festival a flat rate based on food type/location/site. In addition to site/location costs, etc. vendors will be charged a food vending fee based on type of food and venue. Food Vendors will complete a Revenue Form daily to report gross sales (forms supplied by Harborfest).

**SET-UP / TAKE-DOWN** – All Food Vendors will be notified as to when and where they will be sited prior to the festival. **No early set-up will be permitted.** Food Vendors will not be permitted to leave without prior approval from the festival. There will be no refunds made for “no shows” or early departures.

**CLEAN UP** – Food Vendor sites must be kept neat at all times. Food Vendors must have their own trash bags and trash receptacles and are required to keep trash receptacles emptied during the festival especially during peak times. Grease must be disposed of in Harborfest identified grease disposal units.

**ELECTRIC** – Electrical capacity is limited in certain areas. Therefore Food Vendors must supply accurate wattage for their site(s). Tampering with festival electrical equipment will result in additional charges or removal from the festival. Food Vendor power source is within 100 feet of site. **Vendors must supply up to 100 feet of outdoor UL-approved cords no smaller than three-wire #12 “U” ground type.**

**WATER** – Water is provided, however, the **Food Vendor is responsible to provide a minimum of 100 ft. of "Food Grade" water hose with a "Y" gate with a backflow connection.**

**SECURITY** – Food Vendors are responsible for the security, storage and proper handling of food, and for their sites. Harborfest will maintain a limited security presence from 4 PM Thursday, July 25 until the close of the festival Sunday, July 28. Please note there will be no overnight security on Sunday night. All Food Vendors and their employees must wear personal identification as directed by Harborfest personnel.

**CANCELLATION** - All cancellations must be in writing. **Cancellations after May 31, 2024 will not be refundable.**

**I have read the entire application and I am prepared to comply with all regulations of Oswego Harbor Festivals, Inc. I have submitted all the information requested in order to be considered as a 2024 Harborfest Food Vendor. Any changes to this application must be made in writing and approved by both parties.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**QUESTIONS: CONTACT VENDOR COORDINATOR AT 315-343-6858 OR [vendor@oswegoharborfest.com](mailto:vendor@oswegoharborfest.com)**

**Mail Completed application with required items (refer to Application Procedure) to:**

**Oswego Harbor Festivals, Inc., 41 Lake St., Oswego, NY 13126**