



University United Festival

UNIVERSITY DISTRICT COMMUNITY DEVELOPMENT ASSOCIATION

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Doris Corley

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VENDOR CHAIRMAN

Jordan Silva

Dear potential University United Festival Vendor,

Thank you for your interest in participating in the 7th Annual University United Festival, which will take place on **June 11, 2022 and June 12, 2022!** We are now accepting applications for informational, merchandise, and food vendors. This packet includes the necessary paperwork and information you will need to get the most out of your vendor experience.

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Food Vendor Cost Information

- The Vendor fees allow us to continue to offer our festival free of charge to the public, thus attracting crowds of around 10,000 people!
- The vendor fees vary based on previous participation and date the application is returned
- This packet includes all the costs that the University United Festival is aware of –you may have additional costs
- The acceptable form of payment for the vendor fee is a written check to the University District Community Development Association
- The **Temporary Stand License** is a separate payment that must be paid in room 301, City Hall
- If you choose not to participate in the 2022 Festival after making your deposit your payment is not refundable
- Upon unforeseen events that we have to cancel the festival, you will receive a full refund.

Grandfathered Food Vendor Fees **(Food Vendors who have participated in previous years)**

Deadline	First day fee	Second day fee	Temporary Stand License	One day Total	Two Day Total
March 19, 2022	\$200	\$175	\$40	\$240	\$415
April 16, 2022	\$225	\$200	\$40	\$265	\$440
May 14, 2022	\$250	\$225	\$40	\$290	\$465
May 28, 2022	\$275	\$250	\$40	\$315	\$490

First Time Food Vendors Fees

Deadline	First day fee	Second day fee	Temporary Stand License	One day Total	Two Day Total
March 19, 2022	\$300	\$275	\$40	\$340	\$515
April 16, 2022	\$325	\$300	\$40	\$365	\$665
May 14, 2022	\$350	\$325	\$40	\$390	\$715
May 28, 2022	\$375	\$350	\$40	\$315	\$765

*All vendors fees should be paid in the form of a check or money order made out to the University District Community Development Association

Food Vendor Information

- 1.** All food vendors are required to pay a food vendor fee, and fill out vendor applications.

- 2.** Food vendors must be insured and the following entities must be listed as insurees:
 - State of New York University at Buffalo
 - City of Buffalo
 - University District Community Development Association

- 3.** All food vendors must obtain a temporary stand license from the City of Buffalo and pay for the \$40 license fee. Please bring license and payment in the form of money order or check to City Hall Room 301.

- 4.** The food vendor fee is due no later than May 28, 2022, before 4 P.M. along with the application, contract, and insurance forms. Please submit forms electronically at jsilva@buffalony.gov or in person to Jordan Silva in City Hall, room 1413

- 5.** Food vendors must attend a food vendor’s meeting. This is MANDATORY – June 2nd, 2022 (more info to come)

- 6.** Food vendors must bring their own tents, tables, and chairs. The University United Festival does not provide any of these items.

- 7.** Please bring copies of the temporary stand license and insurance forms to the festival on June 11, 2022

General Vendor Rules and Guidelines

1. All vendors must be properly insured and licensed by the City of Buffalo.
2. Vendor set up time is from 8:00am to 12:00pm (Festival opens at 1:00 on June 11, 2022).
3. ALL vehicles (other than food trucks) must be out of the festival lot by 12:00 on June 11, 2022.
4. You will be given a pre-assigned space in the Festival Lot. Your booth must fit all necessary equipment including: tables, chairs, prep areas, merchandise, tents, etc.
5. We will provide garbage cans and recycling bins for festival goers to use, vendors are responsible for the proper disposal and removal of trash produced from their business.
6. We do not provide any generators, tables, chairs, or tents. You must bring your own.
7. All vendors are responsible for keeping their areas clean.
8. You are not permitted to sell, advertise for, or give anyway any goods, products or information having to do with drugs, alcohol, or tobacco
9. Vendors agree not to reassign, sublet, or share any part of its assigned space with any individual, organization, or group.
10. If you no longer wish to participate in the festival vendor fees are nonrefundable

Vendor Application

Business Name:

Business Contact Person:

Phone number:

Email:

Business address:

Vendor Type: (Check all that apply)

Food Vendor

First time vendor

Merchandise Vendor

Returning Vendor

Informational Vendor

Brief Description of Business:

(What kind of food or merchandise do you sell? What service or information do you provide?)

Space Requirements:

(We will do our best to accommodate your needs, however due to lot restrictions, and festival programming we cannot guarantee all space requirements can be met)

NYS Tax ID Number:

(Not applicable for informational vendors)



SPECIAL EVENT LICENSE APPLICATION

65 Niagara Sq. 301 City Hall Buffalo, NY 14202

Byron W. Brown
Mayor

Contact Information

Department of Permit and Inspection Services

Commissioner James Comerford Jr

Director Lou Petrucci

Contact Oleda Vazquez

Location Room 301

Phone (716) 851-6583

Fax (716) 851-4952

Email: ovazquez@city-buffalo.com

2022 TEMPORARY STAND/EXHIBITOR

Applicant Name _____ **Date** _____

Business Name _____ **Phone** _____

Mailing Address _____
Street City State Zip

Applicant phone _____ **FAX** _____

Business phone _____ **E-mail** _____

Event Information

Name of Event _____

Date(s) _____

Location of Event _____

Product(s) to be sold _____

Signature _____

Check Appropriate Category

___ Temporary Stand (sale of FOOD) \$40.00

___ Exhibitor (sale of MERCHANDISE) \$35.00

___ Total Number of Booths _____

___ Total Fee Check# _____

Make Checks payable to "City of Buffalo"

For Office Use Only:

DATE:

License #

Vendor Contract

I _____ (Print Name)

of _____ (Print Business)

want to be a vendor at the University United Festival, taking place on June 11 and 12, 2022 at Rotary Field on UB South Campus.

I am aware that my application, paperwork, contract, and fees are due by May 28, 2022 in person to in City Hall, Room 1413, or electronically to jsilva@buffalony.gov

I am aware that if I choose to no longer participate in the festival after making a deposit my fees are not refundable, and I must contact 716-851-5165 to inform the vendor chairman of these changes.

I know that my attendance is mandatory at the appropriate vendor's meeting, unless I am excused.

I will keep my stand clean, and orderly. If I am a food vendor, I agree to prepare my food up to proper food safety standards, and may be subject to an Erie County Inspection the day of the festival. All of my belongings and equipment will be kept within my given space. I will provide my own tent, chairs, or table. None of my wares will contain references to profanities, alcohol, drug use, or alcohol.

Name (Print): _____

Name of Business (Print): _____

Signature: _____

Date: _____

Check Lists

Food Vendors:

- Vendor Application- turned in to City Hall Room 1413 or electronically to jsilva@buffalony.gov
- Vendor Contract- turned in to City Hall Room 1413 or electronically at jsilva@buffalony.gov
- Food Vendor Fee- turned in or mailed to City Hall Room 1413 in the form of a check or money order made out to the University District Community Development Association
- Temporary Stand License- Turned into City Hall Room 301
- Temporary Stand Fee- Turned into City Hall Room 301 in the form of a check or money order
- Insurance forms covering The New York State University at Buffalo, The City of Buffalo, and the University District Community Development

EVERYTHING IS DUE BY MAY 28, 2022