



University United Festival

UNIVERSITY DISTRICT COMMUNITY DEVELOPMENT ASSOCIATION

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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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Informational Vendor Information

- 1.** Informational vendors must attend an informational vendor's meeting. This is MANDATORY – June 2nd, 2022 (more info to come)
- 2.** Informational vendors must bring their own tents, tables, and chairs. The University United Festival does not provide any of these items.
- 3.** All informational vendors must fill out and hand in the appropriate application and contract no later than May 20, 2022 before 4 P.M. electronically or in person to Jordan Silva at City Hall in room 1413

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 1:00pm on June 11, 2022).
3. ALL vehicles (other than food trucks) must be out of the festival lot by 12:00pm 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)

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: _____

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Check Lists

Informational Vendors:

- Vendor Application- turned in City Hall Room 1413 or electronically at jsilva@buffalony.gov
- Vendor Contract- turned in City Hall Room 1413 or electronically at jsilva@buffalony.gov

EVERYTHING IS DUE BY MAY 28, 2022