



University United Festival

UNIVERSITY DISTRICT COMMUNITY DEVELOPMENT ASSOCIATION

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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 merchandise 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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Merchandise 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 chose 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 Merchandise Vendor Fees

(Merchandise 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	\$80	\$60	\$35	\$115	\$175
April 16, 2022	\$100	\$80	\$35	\$135	\$215
May 14, 2022	\$120	\$100	\$35	\$155	\$255
May 28, 2022	\$140	\$120	\$35	\$175	\$295

First Time Merchandise Vendor Fees

(Merchandise Vendors who have not participated in previous years)

Deadline	First day fee	Second day fee	Temporary Stand License	One day Total	Two Day Total
March 19, 2022	\$100	\$80	\$35	\$135	\$215
April 16, 2022	\$125	\$100	\$35	\$160	\$260
May 14, 2022	\$150	\$120	\$35	\$185	\$305
May 28, 2022	\$175	\$140	\$35	\$210	\$350

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

Merchandise Vendor Information

- 1.** All merchandise vendors are required to pay a merchandise vendor fee, and fill out a vendor application.
- 2.** All merchandise vendors must obtain a temporary stand license from the City of Buffalo and pay for the \$35 license fee. Please bring license and payment in the form of money order or check to City Hall Room 301.
- 3.** The merchandise 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
- 4.** Merchandise vendors must attend a merchandise vendor's meeting. This is MANDATORY – June 2nd, 2022 (more info to come)
- 5.** Merchandise vendors must bring their own tents, tables, and chairs. The University United Festival does not provide any of these items.
- 6.** Please bring a copy of the temporary stand license 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 12:00 pm (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)

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

Merchandise Vendors:

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

EVERYTHING IS DUE BY MAY 28, 2022