



University United Festival

CHAIRWOMAN

Taisha St. Jean

SPONSORSHIP CHAIRWOMAN

Sandra D. Munson

VOLUNTEERS CHAIRWOMEN

Doris Corley

Myra Robinson Moses

VENDOR CHAIRMAN

Jordan Silva

MARKETING CHAIRMAN

Mike Read

**UNIVERSITY DISTRICT COMMUNITY
DEVELOPMENT ASSOCIATION**

EXECUTIVE DIRECTOR

ROSEANN SCIBILIA

Gloria J. Parks Community Center
3242 Main St, Buffalo, NY 14214
Phone: (716) 832-1010

Dear potential University United Festival Vendor,

Thank you for your interest in participating in the 9th Annual University United Festival, which will take place on **June 10, 2023, and June 11, 2023!** 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.

This Packet includes:

Food Vendor Page 2-3
 Food Vendor Cost Information
 Food Vendor Information

Food Vendor Insurance Information..... Page 4

General Vendor Rules and Guidelines Page 5

Tips For Success..... Page 6

General Vendor Application Page 7

Temporary Stand License Application Page 8

General Vendor Contract Page 9

Erie County Dept of Health..... Page 10-11
 Guidelines For Temporary Food Stands
 Erie County Dept of Health Permit Application

Check Lists Page 12

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 23,000 people!
- The vendor fees vary based on previous participation and the 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 2023 Festival after making your deposit your payment is not refundable. NON-NEGOTIABLE.**
- Upon unforeseen events that we must cancel the festival, you will receive a full refund.

Food Vendor Fees

(As a token of appreciation, we are offering a \$50 discount off the total fee for food vendors who have participated in the festival for 3 previous years, please mention this when submitting your Vendor Packet forms.)

Payment	First day fee	Second day fee	Fee for both days
Before May 1, 2023	\$400	\$200	\$600
After May 1, 2023	\$800	\$400	\$1200

Additional Food Vendor Fees

Payment	Temporary Stand License	Erie County Health Permit
5 or more days prior to event	\$40	\$106
4 or less days prior to event	\$40	\$146

* Please note that food trucks are not required to pay the \$40 temporary stand license fee. This fee only applies to vendors using a traditional, stationary stand setup. If you have any questions or concerns, please don't hesitate to contact me.

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, except for food trucks must obtain a temporary stand license from the City of Buffalo and pay for the \$40 license fee. Please bring your license and payment in the form of a money order or check to City Hall Room 301.
4. The food vendor fee is due no later than May 22, 2023, 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 1508
5. Food vendors must attend a food vendor meeting. This is MANDATORY – May 31st, 2023 at 6 P.M. at 995 Kensington Ave, Buffalo, NY 14215
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 10th & 11th, 2023.

Food Vendor Insurance Information

1. All food vendors participating in the University United Festival must have food liability insurance.
2. Food liability insurance provides protection for vendors' businesses in case of illness or injury resulting from their food.
3. Vendors must approach insurance providers and provide information about their business, including the types of food they will be serving
4. Average price for food vendor insurance for a festival is around \$40 to \$300
5. Contact jsilva@buffalony.gov, 716-851-5165, or meet in person at City Hall room 1508 for assistance in finding an insurance provider.
6. Ensure that the following entities are listed as insurees:
 - State of New York University at Buffalo
 - City of Buffalo
 - University District Community Development Association
7. Cooperation is appreciated and we look forward to your participation in the University United Festival

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 7:00 am to 12:00 pm (the Festival opens at 2:00 pm on June 10, 2023).
3. ALL vehicles (other than food trucks) must be out of the festival lot by 12:00 on June 10, 2023.
4. Vendors are expected to arrive on time to set up for the festival. Failure to do so will result in the vendor not receiving additional time to set up and they will not receive a refund. **No exceptions will be made.**
5. 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.
6. 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.
7. We do not provide any generators, tables, chairs, or tents. You must bring your own.
8. All vendors are responsible for keeping their areas clean.
9. You are not permitted to sell, advertise for, or give anyway any goods, products, or information having to do with drugs, alcohol, or tobacco
10. Vendors agree not to reassign, sublet, or share any part of their assigned space with any individual, organization, or group.
11. If you no longer wish to participate in the festival vendor fees are nonrefundable

Tips For Success

1. You must clearly display your method of payment, including whether you accept only cash or if you also accept credit/debit cards.
2. You must clearly display your menu so that customers know what you're selling.
3. Be prepared to handle large crowds by having enough stock and supplies on hand.
4. Offer a variety of options to cater to different dietary restrictions and preferences.
5. Keep your food fresh by having a reliable refrigeration and heating system in place.
6. Maintain a clean and organized booth to create a positive impression with customers.
7. Offer samples of your food to encourage customers to try something new.
8. Price your items competitively to attract customers.
9. Be prepared for unexpected weather conditions and have a plan in place.
10. Be friendly and engaging with customers to create a positive experience.
11. Follow all local regulations and health codes.
12. Have a backup plan in case of equipment failures or other unexpected issues.
13. Advertise your offerings on social media before the festival to attract customers.
14. Arrive on time to set up your booth and be ready for customers.

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	
<input type="checkbox"/> Temporary Stand (sale of FOOD)	\$40.00
<input type="checkbox"/> Exhibitor (sale of MERCHANDISE)	\$35.00
<input type="checkbox"/> Total Number of Booths	
<input type="checkbox"/> 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 on June 10 and 11, 2023 at Rotary Field on UB South Campus.

I am aware that my application, paperwork, contract, and fees are due by May 22, 2023, in person in City Hall, Room 1508, or electronically to jsilva@buffalony.gov

I know that if I 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 on the day of the festival. All 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: _____

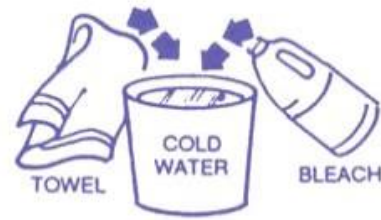
Date: _____

GUIDELINES FOR TEMPORARY FOOD STANDS

1. All temporary food service stands must have a valid Health Permit to operate.
2. The use of “home canned” or home prepared food is absolutely prohibited.
3. Cook poultry until internal temperature reaches 165°F. Cook pork until internal temperature reaches 150°F. Cook eggs until internal temperature reaches 145°F. Cook ground meat until internal temperature reaches 158°F. Cook all other foods to 140°F or higher. Hot foods must be maintained at 140°F or above. All cooked foods that are cooled must be reheated to 165°F if served hot.
4. Care must be observed in food storage – adequate refrigeration is important. Cold foods must be maintained at or below 45°F at all times.
5. Provide a metal stem thermometer (0° - 220°F) to measure the temperature of foods, both cold and hot.
6. Keep time between preparation and serving as short as possible.
7. The menu should be limited to avoid leftovers. Hazardous food items requiring extensive preparation must be prepared in a permitted food service establishment.
8. Ready-to-eat foods must not be handled during preparation and service. Use plastic gloves, a ladle, tongs or deli-wrap. **KEEP HANDS CLEAN.**
9. **HAND WASHING FACILITIES** must be provided at each food stand. Facilities will consist of soap, paper towels and a container equipped with a tap or spigot to produce a stream of water. Waste water must be collected in a receptacle and disposed of in a sanitary manner. (Hand washing signs must be posted.)
10. Convenient and adequate toilet facilities must be available.
11. All food handlers must be free from illness, boils, sores and cuts, and use hygienic food preparation practices. **NO SMOKING IN FOOD STANDS.**
12. All single service products and food items, including ice, must be stored a minimum of 6” above the ground or floor surface.
13. Food handlers must wear clean clothing. Hats and/or hair restraints are required.
14. Condiments for self-service must be provided in approved closed dispensers or single service packages.



15. CLEAN AND SANITIZE ALL FOOD CONTACT SURFACES AND EQUIPMENT before, during and after use. Wiping cloths must be kept clean and stored in a container of sanitizing solution.



16. Food and eating utensils must be protected from customers. Easily cleanable counter protector devices (covers) are required to protect food when placed on display.

17. Single service disposable plates and flatware are required for service to the public. All beverages that are dispensed must be in single service cups.

18. For the washing of utensils, pots and pans; the minimum requirement is a 3 compartment sink or 3 containers, for wash, rinse, and sanitize (with bleach).

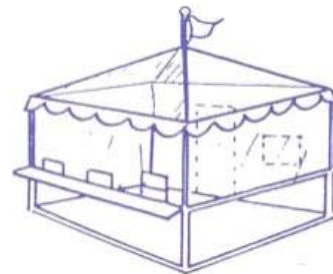
19. Wet storage of packaged food and beverages is prohibited. Canned beverages may be stored in containers of chopped ice with the drain open.

20. Only chipped, crushed or cubed ice, obtained in bags from approved sources can be used in the manufacture of foods or be permitted to come in actual contact with food.

21. Cleaning compounds, sanitizers and toxic items must be properly labeled and stored away from food.

22. Keep foods covered to protect them from insects. Place garbage and paper wastes in a refuse container with a tight fitting cover. Dispose of waste water in a sewer or public toilet. Waste cooking grease must be disposed of in an approved receptacle.

23. Design your booth with food safety in mind. All booths must have an overhead covering. The ideal booth will be entirely enclosed except for the serving windows and have only one door or flap entry. Clear plastic or light colored screening on side walls will aid visibility. Only food workers are permitted inside the food preparation area. All animals must be excluded from booths.



24. The public must be protected from hot grills, gas cylinders and other dangerous items. A fire extinguisher is required at each stand.



ERIE COUNTY DEPARTMENT OF HEALTH

**ENVIRONMENTAL HEALTH SERVICES
FOOD SERVICE PROTECTION PROGRAM**

Call (716) 961-6800 with questions or comments

(Rev. 12/08jaj)

ERIE COUNTY DEPARTMENT OF HEALTH
DIVISION OF ENVIRONMENTAL HEALTH SERVICES

**APPLICATION FOR A PERMIT
TO OPERATE A
TEMPORARY FOOD SERVICE ESTABLISHMENT**

OPERATION OF A FOOD SERVICE ESTABLISHMENT WITHOUT A PERMIT IS A MISDEMEANOR UNDER PART 14 OF THE NEW YORK STATE SANITARY CODE.

SUBMIT THIS APPLICATION AT LEAST 5 DAYS BEFORE THE FIRST DAY OF OPERATION.

1. EVENT
 - a. Name _____
 - b. Location _____
 - c. City, Town, Village _____
 - d. First and Last Dates of Event _____

2. FOOD STAND
 - a. Name _____
 - b. Location at Event _____
 - c. Foods to be Served _____

3. OPERATOR
 - a. Owner/Corporation _____ Phone _____
 - b. Address _____
 - c. City, Town, Village _____ State _____ Zip Code _____
 - d. Responsible Person _____ Fax _____

4. FEE REQUIRED

No. of Days of Operation	If application is submitted:		
	5 or more days prior to event:	4 or less days prior to event:	
1-3	fee is \$106	fee is \$146	Cash
4-7	\$120	\$160	Check
8-14	\$150	\$190	Money Order
Frozen Dessert Machine	\$25	\$25	Total Fee: \$ _____

IF THIS APPLICATION IS APPROVED, THE UNDERSIGNED APPLICANT HEREBY AGREES TO OPERATE THE TEMPORARY FOOD SERVICE ESTABLISHMENT DESCRIBED ABOVE IN COMPLETE COMPLIANCE WITH THE REQUIREMENTS OF PART 14 OF THE NEW YORK STATE SANITARY CODE. APPLICANT ALSO ACKNOWLEDGES THAT WORKER'S COMPENSATION AND DISABILITY INSURANCE ARE IN FORCE AS REQUIRED.

5. SIGNATURE
 - a. Owner/Operator _____
 - b. Title _____ Date _____

FOR DEPARTMENT USE

Permit Recommended Yes No Valid from _____ to _____ Permit No. _____
 Foods Allowed _____
 Permit Conditions _____ Inspector _____

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR
A PERMIT TO OPERATE A TEMPORARY FOOD SERVICE ESTABLISHMENT**

- Item 1. **EVENT**
- a. Name of event or festival
 - b. Number and street where event is being held.
 - c. City, Town or Village event is located in.
 - d. Indicate beginning and ending dates of the event.
- Item 2. **FOOD STAND**
- a. Name on food stand for this event.
 - b. Indicate location of stand at the event.
 - c. Indicate the foods that will be served at this stand.
- Item 3. **OWNER/OPERATOR**
- a. Name of owner of business or corporation and home phone number.
 - b&c. Permanent address of business.
 - d. **Name of Responsible Person** – name and title of individual responsible for the operation who may be contacted in the event of an emergency, etc. If available, fax number where permit could be sent
- Item 4. **FEE REQUIRED**
- Check the boxes that apply and enter the fee total.
- Item 5. **SIGNATURE**
- a. Signature of the owner or operator.
 - b. Title of the person signing this application and the date it was signed.

SEND APPLICATION AND PAYMENT TO:

**ERIE COUNTY COMMISSIONER OF FINANCE
503 KENSINGTON AVENUE
BUFFALO, NEW YORK 14214**

Checklist

Food Vendors:

- ❑ Vendor Application- turned in to City Hall Room 1508 or electronically to jsilva@buffalony.gov
- ❑ Vendor Contract- turned in to City Hall Room 1508 or electronically at jsilva@buffalony.gov
- ❑ Food Vendor Fee- turned in or mailed to City Hall Room 1508 in the form of a check or money order made out to the University District Community Development Association
- ❑ Copy of Temporary Stand License- Turned into City Hall Room 1508
- ❑ 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
- ❑ County of Erie Health Department Permit

EVERYTHING IS DUE BY MAY 22, 2023