



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 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.

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Informational Vendor Information

- 1.** Informational vendors must attend an informational vendor meeting. This is MANDATORY – May 24, 2023 at 6:00 pm at 995 Kensington Ave, Buffalo, NY 14215
- 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 22, 2023, before 4 P.M. electronically or in-person to Jordan Silva at City Hall in room 1508

General Vendor Rules and Guidelines

1. Vendor set-up time is from 7:00 am to 12:00 pm (the festival opens at 2:00 pm on June 10, 2023).
2. ALL vehicles (other than food trucks) must be out of the festival lot by 12:00 on June 10, 2023.
3. 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. **No exceptions will be made.**
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 their assigned space with any individual, organization, or group.

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 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 to 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: _____

Check Lists

Informational Vendors:

- Vendor Application- turned in City Hall Room 1508 or electronically at jsilva@buffalony.gov
- Vendor Contract- turned in City Hall Room 1508 or electronically at jsilva@buffalony.gov

EVERYTHING IS DUE BY MAY 22, 2023