



PACKAGED FOOD VENDOR WELCOME LETTER, RULES AND APPLICATION FORM

Dear Packaged Food Vendor:

Thank you for your interest in being a part of Bacon Fest NY! As anyone will tell you, bacon is the most beloved of all the meats and surely deserves high celebration. Enclosed please find a 2012 Bacon Fest NY application for participation. This year's festival will be a one-day event (Sunday, Sept. 2nd) at the Henry Hudson Waterfront Park in Hudson, NY. We will be charging an admission fee of \$10, and each vendor charges for their wares. Advance tickets are available at a discount. (See [www.http://bacon-fest-ny-2012.myshopify.com/](http://bacon-fest-ny-2012.myshopify.com/) for details.) Children under 10 are admitted free when accompanied by an adult. Guest hours will be 9:00 AM to 6:00 PM on Sunday, with set-up starting at 6:00am for vendors.

Live Local Inc. is excited about the opportunity to bring support and awareness to our region through this unique food festival. It is our hope that this festival will become a favorite part of the region's summer offerings. So, to do that, vendors are encouraged to ensure that their food items emphasize a bacon theme, the more creative the better. To better promote your establishment, please ensure that you have adequate signage and that it remains within the scope of the 10'X10' space provided. We expect all vendors to make a conscious effort to have attractively decorated booth spaces.

(Please note: pets are NOT allowed at the festival.)

Use of the Bacon Fest logo and branding is controlled by Live Local Inc. Unauthorized use will not be tolerated. **Deadline for receiving of all applications is August 15, 2012.** All applications will be reviewed for compliance with stated guidelines prior to acceptance. We will allow double booth spaces, priced accordingly. Hand-delivered applications will be accepted. Applications that are incomplete will be returned. Applications must include a #10 (4 1/8 inch by 9 1/2 inch) stamped envelope with 90¢ postage.

Applications should be mailed to:

Live Local Inc.
1605 Delaware Tpke.
Delmar NY 12054

In bacon we trust,
Brian Cook
President of Live Local, Inc. and Event Organizer of Bacon Fest NY 2012.

P.S. If you have any questions, please contact me at 347-403-0433 between 8am and 6pm only. If this time is inconvenient for you, please email <brian@liveyourlifelocal.com> your question and a good time to return your call during the following week.



PACKAGED FOOD VENDOR CONTRACT

Please sign & return to the address indicated on cover letter (Pg. 1). A copy will be signed by Festival Management & returned to you for your files.

THIS AGREEMENT made this _____ day of _____ 2012, between LIVE LOCAL INC. herein referred to as "FESTIVAL MANAGEMENT" and _____ herein referred to as "VENDOR" for exhibition space in the Food Vending area for the Bacon Fest NY to be held on Sunday, September 2nd, 2012, at Henry Hudson Waterfront Park, Water St. in Hudson, NY.

Exhibition space will be 10' x 10'. Total rental fee for the day is \$150 and is to be pre-paid by July 15, 2012 by VENDOR. VENDOR requests permission to display and sell up to the following 5 SPECIFIC PRODUCTS. (List in box below.) Any product or item not specified in the contract will not be allowed anytime during this contract period. SPECIFY ALL PRODUCTS IN DETAIL. (Attach additional sheet(s) if necessary. Remember to 1) provide enough information that your products can be properly covered in the festival program's index and 2) describe how your food features the bacon theme.) No vendor shall have an exclusive on any product. NO ALCOHOL is permitted at Bacon Fest NY. All vendors may sell soft drinks, water, coffee, tea, and juices. If possible, VENDORS should include photos of your booth and some of your product line. We will have all submitted hard copy photos at the festival; if you would like them returned to you, just ask.

ITEM 1: _____
ITEM 2: _____
ITEM 3: _____
ITEM 4: _____
ITEM 5: _____

NEW YORK STATE SALES TAX: VENDOR must possess a valid N.Y.S. Sales Tax I.D Number, if applicable. VENDOR must provide FESTIVAL MANAGEMENT with a photocopy of a current permit issued by the N.Y.S. Sales Tax Bureau. VENDOR WILL NOT BE ACCEPTED WITHOUT THIS CERTIFICATE, which you must display during Festival hours.

INSURANCE: VENDOR must furnish FESTIVAL MANAGEMENT with a Certificate of Insurance with liability limit of no less than \$1,000,000 and shall name Live Local Inc., its directors and officers as "additional insured" and Henry Hudson Waterfront Park as the premises for the event.

Also, VENDOR will indemnify and hold harmless the BACON FEST NY and the LIVE LOCAL INC., its officers and directors, from all claims arising from any act of omission of the VENDOR.

I have read the accompanying Guidelines, Rules, & Regulations and agree to abide by them. I further understand that the vendor fee is non- refundable and the Festival is held rain or shine.

Please fill in the information below. If you are selected to participate, we will include information about your business in the festival program. Please check here [] if you want this information to appear on our Web site as well. (PLEASE PRINT)

BUSINESS: _____
STREET ADDRESS: _____
CITY/STATE/ZIP: _____
TELEPHONE: _____
WEB SITE: _____

SIGNATURE: _____
TITLE: _____
OWNER: _____
EMAIL: _____
DATE: _____

CHECKLIST: Please make sure you have included the following:

- Completed Contract
Pictures
Vendor Fee
Photocopy of NY Sales Tax
Certificate of Insurance
Signed Copy of Rules and Regulations
Program needs form

For Live Local Inc. use only.
Vendor Accepted : [] Y [] N
Vendor Fee Deposited : [] Y [] N Deposited on:
Vendor Fee Returned : [] Y [] N Returned on:
Booth Number Assigned:

ALL DOCUMENTS (plus the full vendor fee) MUST BE RECEIVED BY AUGUST 15, 2012. You will receive a response by August 15, 2012 or soon thereafter. Submission of application does not guarantee acceptance. Vendors who are not accepted will receive a full refund.



VENDOR AGREES TO COMPLY WITH THE FOLLOWING RULES AND REGULATIONS DURING BACON FEST NY, SEPT. 2nd 2012 (1 of 2)

ALCOHOLIC BEVERAGES:

Consumption of alcoholic beverages on premises during Festival hours is strictly prohibited. If VENDOR or their worker/volunteer violates the above rule, that VENDOR will be barred from participating in future Festivals and immediately asked to leave Bacon Fest NY 2012.

VENDOR FEE:

1. VENDOR Fee is due and payable at the time the contract is returned to Festival Management for consideration of acceptance. VENDOR understands that once accepted, the fee is non-refundable (provided VENDOR is accepted) and that the Festival is held rain or shine.
2. The Fee entitles VENDOR to a 10' x 10' space at the Festival. The Festival Management will supply no tables, chairs, tents, etc.

SET-UP:

1. Booth setup may begin at 6am on Sunday, Sept. 2nd, ending at 8:30am, at which time all vehicles must be removed to the vendor parking area. Festival entrances will be locked to all vehicles at 8:30 AM sharp.
2. Diligent efforts will be made to protect the vendor booths and their contents. However, neither the Live Local Inc. nor the Town of Hudson will be held responsible or liable for loss or damage to property.
3. If you are bringing a tent or any other setup that requires that holes be put into the ground, please state such on the contract.
4. It is your responsibility to securely anchor your booth, as the wind and weather can be severe at Henry Hudson Waterfront Park.
5. Removal of booth/VENDOR trash is covered below under "Decorations and Housekeeping"
6. Booth site designation is determined by Festival Management and no alteration to the site map of the festival will be tolerated.

RESTRICTIONS ON MERCHANDISE:

CRAFT VENDORS:

1. All items must have been handcrafted by you or by someone directly under your supervision. Reselling items made by others is not allowed.
2. No imported items will be allowed.
3. Your crafts must relate to the theme of our festival—bacon. Other items that you've handcrafted may be sold, with approval by the Festival Management.
4. NO MEDICINAL OR FOOD ITEMS OF ANY KIND.

PACKAGED FOOD VENDOR, SMOKEHOUSES AND MEAT STORES:

1. Your products must reflect the bacon theme of our festival. Token representation will not be tolerated.
2. Food products must be packaged in such a way that the intention is for off-premise consumption (i.e. bottled and sealed jams, jellies, vinegar, and salsa). You must either grow some amount of the packaged food yourself, or you must buy the food locally (within your state or region). You may give away tiny samples of food without a N.Y.S. Health Permit. If you sell food for consumption directly on premise you must apply as a FOOD VENDOR. Please call for details.
3. NO MEDICINAL ITEMS OF ANY KIND.

FOOD VENDORS:

You must have one line of food that includes flavoring with the significant use of bacon. (Adding strips of bacon to hamburgers does not qualify the item as a food flavored with the significant use of bacon.) Festival Management encourages the use of bacon in the preparation of all foods sold at the Festival.

FOOD TRUCK VENDORS:

If you are a food truck and do not need a booth space, you are still subject to all the rules governing all other food vendors. Please note on your application that you ARE a truck and special EVENT parking will be made available to you.

CSA's, FARMERS:

You may sell bacon that has been raised by you on your premises and other bacon products made by you or your employees. You may also sell any other meats that you have raised on your premises, but 50% of what you sell must use bacon or bacon flavoring. In addition to the above you may sell bottled products and other inventory relating to bacon. You may not sell medicinal products of any kind. Again, 50% of what you sell must be bacon or bacon flavored. Bottled products should not include drinks intended to be consumed during the festival, because that encroaches on the Food Vendors' territory.

HOURS:

1. The Festival gates open to the public at 9:00 AM on Sunday and close at 6:00 PM. Booth exhibits must be in order by 8:30 AM. Vendor may not break down booth until 5:30 PM on Sunday, Sept. 2nd, 2012.
2. Vendor will be open for business from 9:00 AM to 6:00 PM (Sunday) regardless of the weather. The FESTIVAL MANAGEMENT must approve any deviation from posted hours.

VENDOR PASSES:

1. Vendors will be issued non-transferable passes restricted to persons working in the booth with the set-up instructions two weeks prior to the Festival. It is expected that most booths will have 2-3 persons working during the Festival.
2. Vendor passes are non-transferable. Anyone caught transferring his/her pass to anyone else will have their pass revoked permanently and may be barred from the Festival grounds.
3. NO VENDOR PARKING INSIDE THE GATE. NO EXCEPTIONS. THERE WILL BE SPECIAL VENDOR DESIGNATED PARKING AREAS AVAILABLE.



VENDOR AGREES TO COMPLY WITH THE FOLLOWING RULES AND REGULATIONS DURING BACON FEST NY, SEPT. 2nd 2012 (2 of 2)

DECORATIONS AND HOUSEKEEPING:

1. Table displays must be covered and decorative.
2. Housekeeping of the exhibit areas and its immediate vicinity will be the responsibility of the vendor.
 - a. Cardboard boxes that originate from your booth must be flattened, stacked and tied and placed neatly in a pile in front of your booth for collection.
 - b. Garbage and refuse must be bagged and tied & placed ready in front of your booth for collection.
 - c. At the end of the Festival, your area must be left as you found it – pristine and clean – with all refuse bagged or tied for easy removal. Note that extra garbage bags are located under the garbage cans.
 - d. Failure to abide by the above will result in a \$100 fine.

SOUND SYSTEMS & HAWKING:

1. No hawking of any kind is permitted.
2. There will be no amplified systems allowed in any VENDOR booth. This includes bullhorns, portable radios or anything of a similar nature.
3. For those booths that, prior to the festival, are cleared for sound amplification (i.e. radio stations, TV stations), the level of amplification should be no more than would be heard in a 30-foot radius.

ELECTRICITY:

1. MINIMAL ELECTRICITY WILL BE AVAILABLE to each booth.
2. No electrical generators will be allowed.
3. For special needs, please describe here what they are:

SUBLETTING OF BOOTH SPACE:

Subletting of booth space is strictly prohibited.

BOOTH RECOGNITION:

In 2012, as you're decorating your booth, please include a prominently displayed sign (minimum 8 1/2 inches by 11 inches) that includes your assigned booth number in large letters. This will help bring traffic to your booth, for those visitors who have found you in the festival program, and now want to locate you on the grounds, using the program's centerfold map as a design.

LIVE ANIMALS:

1. Pets will not be permitted on the Festival grounds. THIS WILL BE STRICTLY ENFORCED.
2. No LIVE ANIMALS are permitted at your booth or on the Festival Grounds. This includes the use of animals for display, sale, or demonstration.

TO THE VENDOR:

Read these Rules and Regulations, sign and return along with your Contract, the booth fee, Certificate of Insurance, copies of required permits, and a photocopy of your N.Y. Sales Tax ID #. Failure to comply with any and all regulations may result in your application not being considered. The decision of the Bacon Fest NY committee is final.

SIGNATURE: _____

TITLE: _____

DATE: _____



TOWN OF HUDSON DEPARTMENT OF SAFETY AND BUILDINGS RULES AND REGULATIONS

PROPANE TANK USED FOR COOKING:

- Must be a safe distance from areas of travel and combustibles.
- Must have safety release valves pointed away from pedestrians, cooking area and tents.
- Supply gas lines may be required to be lengthened.
- All tanks shall be adequately protected from potential tampering, damage from vehicles and other hazards.
- Must be securely fastened in place to prevent unauthorized movement of tanks.

COOKING AREAS:

- Cooking equipment must be kept a safe distance from combustibles.
- Outdoor cooking equipment that produces sparks or grease laden vapors shall not be performed within 20 feet from any combustibles, tents, straw bales, etc. i.e. smoked pork cookers
- All food vendors must have appropriate fire extinguishers. i.e. vegetable, animal oils and fats require a class K rated portable extinguisher

CHILDREN'S TENTS OR ASSEMBLY TENTS:

- Occupancy loads of 10 – 199 persons require two means of egress 36" wide. It can have a curtain if a contrasting color from tent.
- Tents with seating should have 44" aisles. Add 1' of aisle width per 50 additional occupants using that aisle.

ELECTRIC PANELS:

- Areas where panels are accessed or receptacles are utilized and panel doors remain open must be protected from collision and tampering, and areas must be delineated from pedestrian traffic.

Note: all unobstructed passageways or fire roads not less than 12' wide and free from guy ropes or other obstructions shall be maintained at all times.

Below is a rough overview of the Event and grounds:

Parking for the event will be on a "first come first served" basis and a special area will be designated for Vendor vehicles. As mentioned above in the event rules, NO vehicles will be allowed inside the Event once the Event has started. For directions on how to get to Bacon Fest from outside the Hudson area, please check out our Web site here: <http://www.baconfestny.com/about/directions/>





BACON FEST PROGRAM AND WEBSITE INFO

For the Festival Program and the Web Site:

If you participate in the Bacon Fest NY Festival, we must include information about you and your wares in the festival program. Please include the information below that you would like to appear in the program. We will include that same information on our Web site; unless you check off the box below, indicating that you don't want that information to appear on the Web site.

Check here if you do not want the information below to appear on the www.baconfestny.com Web site.

Name of business or booth: _____

Name of owner(s): _____

Address of business: _____

Phone number(s): _____

Web site for your business: _____

Email address for your business: _____

Short overview of what your business does:

Item(s) you want in the index of the festival program:
