

Kenmore Days Food Vendor Fact Sheet

Where: Mang Park, between Elmwood Ave. and Military Rd.

Days & Times of Event	Thursday Set Up	After Noon and no later than 3 PM
	Thursday	5 PM – 10 PM
	Friday	5 PM – 10 PM
	Saturday	Noon – 10 PM

PLEASE NOTE: Due to contractual obligations, we are restricted as to the types of food that can be sold at the Park. You will be notified if we are unable to accept your vendor registration and/or if there are any food items you cannot sell.

1. **Health Permit** – All vendors must have a valid Erie County health permit in order to participate in the event. The Village of Kenmore will apply for a Health Permit to cover vendors who have submitted applications and registration fee **no later than May 1st**. If the Village of Kenmore is not able to secure permit, or if your application and/or registration fee is received after May 1st, you will be required to obtain a health permit directly from Erie County AND PROVIDE A COPY TO THE VILLAGE BEFORE THE EVENT SET UP. You are responsible for any fees associated with obtaining the Health Permit.
2. **Proof of Insurance** - A minimum \$1,000,000 liability, naming the **Village of Kenmore, its elected officials, employees, officers and agents; and the Town of Tonawanda, its elected officials, employees, officers and agents as additionally insured.** **Your application cannot be approved without Proof of Insurance.**
3. **Menu Items Selection** Please complete this info on the form. All items, including pricing, are subject to approval by the Village of Kenmore.
4. Each booth is responsible for collecting and handling their own money for their sales, and for paying any and all sales and other taxes.
5. If any cooking is being done on-site you must provide your own fire extinguisher.
6. All participants must maintain health and sanitation standards as dictated by the Erie County Health Department
7. Kenmore Days food vendors will be outside. You are responsible to provide your own tent(s) and equipment. We strongly encourage as much preparation to be done before the event as possible.
8. Food Vendors are expected to bring all their own refrigeration, pots, pans, utensils, warming trays, microwaves, etc...
9. **The registration fee of \$100 is due by May 1st, and is non-refundable.** May 1 is the deadline for the Village to submit your application to Erie County.
10. Your paid registration will guarantee your food selections based on a first come/first served basis, pending final approval by the Village of Kenmore. We do not promise 100% exclusivity of food selections. NOTE: Menu items are subject to approval by the Village of Kenmore
11. Each vendor is responsible for making arrangements for providing his/her own electricity. Please contact the committee with your concerns.
12. No glass containers.
13. Set-up must be completed by Thursday at 3 PM unless other arrangements are made. **YOU MUST BE COMPLETELY READY FOR HEALTH INSPECTION BY 4 PM ON THURSDAY.**
14. **The Village of Kenmore and Town of Tonawanda are NOT responsible for lost, damaged or stolen property.**

Kenmore Days Food Vendor Registration Form

Where: Mang Park, between Elmwood Ave. and Military Rd.

Thursday 5 PM – 10 PM

Friday 5 PM – 10 PM

Saturday Noon – 10 PM

Registration Fee per vendor is \$100. Please make your check payable to “Kenmore Days”

All Registrations forms must include your check AND Certificate of Insurance naming additional insured as detailed in the Fact Sheet.

Your fee entitles you to a 10’ x 10’ space at Mang Park for Friday, Saturday & Sunday during the Kenmore Days Event (check for specific dates). Your location will be determined by the Village of Kenmore.

No refunds. No prorated.

VILLAGE OF KENMORE IS NOT RESPONSIBLE FOR LOST, DAMAGED OR STOLEN PROPERTY

We cannot guarantee electrical hook up.

Company: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Business Phone: _____ Cell: _____

E-mail: _____

Do you need Electric: yes no If yes, how much? 500 watts 1000 watts more?

MENU:

Mail Registration Form, Payment and Proof of Insurance to:

Kathleen P Johnson, Clerk/Treasurer
Village of Kenmore
2919 Delaware Avenue – Room 17
Kenmore, NY 14217