

**TomatoFest of Central New York, Inc.**  
**2012 Food Vending**  
**Policies and Procedures (For Profit & Non Profit Organizations)**  
**\*\*Please Read Carefully and retain\*\***

1. Determination of location of food vending booths is solely at the discretion of TomatoFest. Booth space must be rented for the two-day period of TomatoFest. You must have your own vending unit or tent. Vendors must provide all necessary equipment including table, chairs etc.
2. Vendor shall obtain necessary permits to serve food and agrees to provide TomatoFest with proof of such permits. A permit is required from the Cayuga County Health Department to serve food at TomatoFest. This is required even if vendor is a local business. It is the vendor's responsibility to contact the Cayuga County Health Department at 315.253.1405 for vending food from a location other than the normal place of business. Out-of town vendors must call the department to obtain the proper forms. Permits must be sent to TomatoFest, P.O. Box 1611 Auburn, New York 13021
3. Vendors must supply at least 100 feet of S.O.W. outdoor 10 gauge cable or sufficient gauge wire, 3 or 4 conductor wire (no lamp extension cord allowed) for each booth. Electrical access is limited and dependent upon booth location. Vendor will be supplied with one 20 amp/120 volt electrical outlet and must specify application of power. Vendors may provide propane, butane or other heat source provided it meets fire marshal and TomatoFest approval. The use of generators must be approved by TomatoFest.  
**PLEASE REFER TO ELECTRICAL REQUIREMENTS SHEETS FOR MORE INFORMATION.**
4. **Vendor must include Certificate of Insurance with application materials with \$2,000,000.00 commercial general liability insurance naming TomatoFest as an additional insured.**
5. TomatoFest reserves the right to limit the types of food and drink offered for sale to insure variety and eliminate repetition. Apply early for the best chance to reserve your item(s) exclusively. Any and all changes to the submitted menu must be made in writing and approved by the food committee. Violations of this procedure will result in booth closure.
6. Vendor shall prominently post a sign or signs listing the prices of all items being sold. The Food and Beverage information form must be included for an application to be considered.
7. **A \$100.00 Sponsorship/Booth Fee is required from (For Profit Organizations)**

**AND**

*Vendor will pay Tomatofest 15% of gross sales at end of each day,*

*Or Vendor will not be permitted to reopen Stand!!!!*

8. **A \$75.00 Sponsorship/Booth Fee is required from (Non-Profit organizations)**

**AND**

*Vendor will pay TomatoFest 10% of gross sales, at the end of each day*

*Or Vendor will not be permitted to reopen Stand!!!!*

9. Vendor is solely liable for equipment, food, beverage and any other personal property at the festival. Vendor represents he has insurance coverage for said items to cover loss due to vandalism, theft, and any other casualty. TomatoFest will provide such security as it can for the operating and non-operating hours during the festival, and the take-down period; however, it is specifically agreed the TomatoFest and Emerson Park shall be held harmless for any claim of theft, vandalism, casualty, or loss.
10. Vendor is responsible for maintaining a neat and clean area within 20 feet surrounding the vendor's site and assures that the area will be returned to its pre-festival condition. If repair and cleaning costs are incurred and the festival committee determines that the vendor is responsible, the cost of repairs or cleaning will be charged to vendor.
11. TomatoFest requires all vendors to operate their business in a professional manner. At the discretion of the food committee, a vendor who does not conduct himself, his agents, or his employees in a professional manner may be subject to a \$250 charge (payable on premises) and/or may be asked to leave the festival.
12. Booth space may not be re-assigned or sublet.
13. Vendors are solely responsible for paying all New York State sales taxes and shall properly display their current NYS Sales Tax Certificate.
14. No hawking, peddling or other selling or advertising is allowed outside of vendor's assigned area. Vendor's may not use any sound amplification equipment of any type.
15. TomatoFest reserves the right to refuse any booth application.

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