



Sunday, August 14, 2016 12-6PM

2016 Highlights

- Be a part of one of the few food festivals you receive 100%
- Be a part of a fun filled family event
- Come be a part of the Excitement!

Menu Item Criteria

- All menu items must be on your menu as regular or special items.
- A minimum of 3 items and maximum of 4 items must be served.
- Pricing for "tastes" are minimum \$1.00 to maximum of \$4.00 in \$1.00 increments.
- We encourage early application. Duplicate items will be permitted only if preparation or ingredients differ and applications are on a first come basis.

Entry Fee – The Entry Fee for the Taste of Lockport 2016 is \$200 for LBA Members and \$295 for Non-members. With the \$290 Entry Fee and LBA Membership is included. The Entry Fee includes the following:

- Logo and link on The Taste of Lockport Website
- Listing in Union Sun & Journal Taste of Lockport insert
- 12 x 12 spot at the Taste of Lockport and eligibility for all contests
- **Application & Payment Deadline is 06/14/2016.**

Taste of Lockport Awards - As in the past we will have the Taste of Lockport awards. A dish will be provided to submit each of your entries for Best Appetizer, Entree, Dessert or Best Sip.

Marketing & Promotion – This year's event the focus is on you, the restaurateurs in Lockport. All of you are the theme of this year's event, great food, and great people from a great community. You may want to promote your venue with a coupon, give away, menus or a schedule of events, as you serve attendees this year.

- Vendors will be featured in the Union Sun & Journal and the Lockport Star
- Save the Date inserts will be available to distribute to your customers leading up to the event
- You will be promoted as a Taste of Lockport Vendor on the Taste of Lockport website and Facebook page

Further Information & Questions - You will receive future information including upcoming dates, event schedule, contest guidelines and site maps, as they become available. Email questions to info@tasteoflockport.com or contact the Event Director, Jenny Marketing Group - **Jennifer Serrano Office (716)266-9300, Cell (716)438-8105**. The contact information you provide on your application will be used for any communications. Emails will be subject line, The Taste of Lockport. Please monitor your Spam files, to be sure you do not miss any updates. I look forward to working with you to make The Taste of Lockport 2016 a huge success.

Best Regards,

Jen



July 5, 2016 11:00 AM – 7:00 PM at Ida Fritz Park & Main St.

VENDOR GUIDELINES

Applications – All vendor applications must be received by **June 14, 2016**. A vendor will be considered a Taste of Lockport participant upon receipt of a completed application and payment of all fees.

Vendor Meeting - One representative from each participating vendor must be present at a mandatory meeting the week of 8/01/2016, (exact date and time to be announced) at the gazebo in Ida Fritz Park. Detailed information will be provided to you for the day of the event and from the Department of Health for the day of the event. If you are not prepared for DOH Inspection, your establishment will not be able to participate in the Taste of Lockport.

Incidentals – Vendors must provide their own tents, signage, tables, and chairs. Tents may be no larger than then 12' x 12'. All paper and plastic products used during serving and consumption must be provided by the vendor. All items brought onsite to the Taste of Lockport must remain contained in the space designated to the vendor throughout the event.

Set-Up - Set-up begins at 8:00 AM Sunday 8/14/2016 and vendors must be onsite no later than 10:00 AM. Vehicles used during setup must be moved to parking areas designated by 11:30 AM. Vendors should be ready to open at 11:45 AM.

Breakdown – Vendors are not permitted to breakdown before 5:45 PM, unless authorized by the Event Director. No equipment may be removed from site before breakdown begins.

Portion Size – The Taste of Lockport is a food sampling event. Vendors are required to limit the food items to a sample portion. Your one \$4.00 item may be considered a "Large order" of one of your \$2.00 taste portions. At any time prior to or during the Taste of Lockport the Event Director reserves the right to limit the size of the sample. The vendor will need to amend the sample to meet the standard or remove it from their booth's selections.

Health Permits - All vendors, except farms that are NOT serving prepared items, are responsible for their own health permits through the Niagara County Health Department. You are required to fill out a **Temporary Permit to Operate a Food Service Establishment**. For more information on health permits contact the Niagara County Health Department (Division of Environmental Health) at (716)439-7444 or visit website at <http://www.niagaracounty.com/health/forms.aspx>

THIS MUST BE DONE PRIOR TO THE EVENT AND YOU ARE REQUIRED TO HAVE A COPY OF THE PERMIT AT YOUR BOOTH AT ALL TIMES.

Alcoholic Beverages – The Taste of Lockport will be deemed a Farmer's Market by NYS Department of Agriculture & Markets permit guidelines. (Does not apply to restaurants)

Wineries – You may sell both “Tastes” (wine by the glass) OR give 1 oz. tastings and sell bottles. You must choose to obtain a NYS liquor license for sales of “Tastes” or be listed as a farm winery on the Taste of Lockport Farmers Market permit to sell bottles. ONLY, if your winery has a Marketing Permit from the NYS Liquor Authority are you permitted to sell both wine by the glass and bottles.

Insurance – All vendors must have a certificate of insurance naming The Lockport Business Association and the City of Lockport as additionally insured. A copy of the insurance certificate must be included in the completed Taste of Lockport Application.

Site Inspections – A site inspection of your booth for Health Permit compliance and insurance certificates will occur at approximately 11:00 AM on Sunday, August 14, 2016.

Electric - If you require electric onsite a \$50 generator fee will applied to your registration fee. You must check on your application if you require a generator and include the additional fee in your payment. You will NOT have access to a generator if your application is completed indicating you require a generator and your fee was not included in your application fee.

Beverages – Vendors are not permitted to sell any type of beverage unless they are a winery or farm offering only a sample portion as part of their booth's selections. Alcoholic beverages are not permitted for Farms. Wineries may deduct \$36.00 from their Application fee for obtaining their required NYS Liquor Permit. All beverages will be sold onsite by the Lockport Business Association. Any sales of beverages, not considered part of their booth's selections are strictly prohibited and the vendor may be asked to leave the event and forfeit their participation fees.

Locations – Vendor locations will be assigned on a first come first serve basis, as applications and fees are received indicating requirements of vendor booths. No changes can be made after 07/15/2016.

Trash – All vendors are required to leave their areas in the same condition as when they arrived. All trash from your area must be taken with you at the conclusion of the event.

Cancellation – The Taste of Lockport is a “Rain or Shine” event.

Hold Harmless – The vendor shall indemnify and hold harmless the Lockport Business Association, their respective agents, staff and volunteers for any and all liability for negligence which may arise as a result of the Taste of Lockport being held on August 14, 2016.

Competition – Vendors are eligible to participate in competitions. Information on Taste of Lockport 2016 contest categories and guidelines will be sent in future informational notices.

Refunds – Refund requests must be made in writing to the Event Director. No refunds will be given after July 14, 2016.

Contact Information – The Event Director for the Taste of Lockport 2016 is Jenny Marketing Group and the event contact is: Jennifer Serrano, jserrano@jenny-marketing.com Cell: (716)438-8105



August 14, 2016 at Ida Fritz Park

Vendor Application

Vendor Category: Restaurant Winery Farm

Vendor Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

List the items you will be serving as samples at your booth. Restaurants are limited to food items. Wineries are limited to beverage items. Farms are limited to items that require no preparation or have been previously prepared from items directly harvested at their farm.

1. _____
2. _____
3. _____
4. _____

My signature below indicates that I have read and agree to the attached 2016 Taste of Lockport Vendor Guidelines.

Signature: _____ Date: _____

Print Name: _____

<p>Registration Fee & Payment</p> <ul style="list-style-type: none"><input type="radio"/> \$200 – Lockport Business Association Member<input type="radio"/> \$295 – Non-Member Registration<input type="radio"/> \$290 – New Member Registration with one year Lockport Business Membership (application will be sent to you)<input type="radio"/> \$50 – Generator Hook-up (2 – 20 amp plugs)	<p>Send application & required fees to:</p> <p>Lockport Business Association PO Box 84 Lockport, NY 14095 Attn: Jennifer Serrano, TOL Event Director</p>
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