



21st ANNUAL TASTE OF NEW PALTZ September 18, 2011 GENERAL INFORMATION FOR Restaurants, Catering & Food Establishments Section

General Information

Date: **Sunday, September 18, 2011**

Time: **11:00 a.m. to 5:00 p.m.**

Location: Ulster County Fairgrounds, Libertyville Road, New Paltz, NY

Anticipated audience: 9,000 visitors from the surrounding region and Tri-State area

General Guidelines

Space is limited to 30 restaurant/farm market booths; spaces are filled with vendors who submit completed applications and full payment, in the order in which they are received. When all spaces are full, additional vendor applicants will be placed on a waiting list; the Chamber will draw from the wait list should any contracted vendors be unable to participate.

Summary of Food & Farm Market Booth Activity: Vendor prepares and serves food to customers in \$2 to \$3 "Taste" quantities. Customers purchase "Tastes" from Vendors using two or three tickets that are worth \$1 each. At the end of the event, Vendor counts the tickets and returns them to Chamber. Chamber confirms the ticket count after the event, then sends Vendor a check for an amount equal to \$0.75 for each food ticket. Chamber retains the \$0.25/ticket difference. Vendor will retain 100% of tickets over \$4,000. **Checks will be mailed to the vendors no later than October 12, 2011.**

Provided:

1. A 16' deep x 11' wide area under cover of a tent for vendor to prepare and serve food, with additional uncovered space behind the tented area.
2. Three 8-foot tables with linens.
3. Access to potable water, 100-volt electrical service and waste disposal facilities (no grease disposal available).
4. A ticket collection box for "taste" tickets.
5. Free entry wristbands for the approved number of staff working for the Vendor at the event (number of staff must be provided to the Chamber by August 26, 2011).
6. Department of Health Temporary Permit application, to be completed by the Vendor and filed by the Chamber on behalf of the vendor. (No payment necessary; your permit fee is included in your booth fee.)

Food & Farm Markets Co-Chairpersons:

Kathy Combs — phone (845) 255-3636; e-mail katsycombs@yahoo.com

Michelle Chapin — e-mail chapinm@newpaltz.edu

Please make your check payable to:
NEW PALTZ REGIONAL CHAMBER OF COMMERCE

New Paltz Regional Chamber of Commerce
257 Main Street
New Paltz, NY 12561
845-255-0243
fax 845-255-5189
info@newpaltzchamber.org
www.newpaltzchamber.org



2011 Corporate Partners: Central Hudson Gas and Electric Corp. (Leading); Brinckerhoff & Neuville Insurance Group (Associate); Health Quest; Hudson Valley Federal Credit Union; KIC Chemicals, Inc.; The Law Offices of James Yastion, PLLC; M & T Bank; Ulster Savings; Vanacore, DeBenedictus, DiGiovanni and Weddell LLP, CPAs (Supporting).



Restaurants, Catering & Food Establishments

Information Sheet

Keep this information for your records.

Restaurant Vendor Obligations:

1. Provide the Chamber with a Certificate of Insurance for \$1,000,000, naming the **New Paltz Regional Chamber of Commerce, the County of Ulster, and the Ulster County Agricultural Society** as additional insureds for the event of “Taste of New Paltz,” being held on September 18, 2011 at the Ulster County Fairgrounds on Libertyville Road, New Paltz. The Certificate of Insurance must be received at the New Paltz Regional Chamber of Commerce office by August 26, 2011.
2. Provide a menu of several “Tastes” costing \$2 or \$3 (no higher), which the Chamber must review and approve by August 26, 2011.
3. Post the approved menu at the Vendor’s booth clearly indicating to the customer what is received for the \$2 or \$3 (i.e., size of container, ounces of liquid, number of pieces, etc.). The proposed menu must be received at the New Paltz Regional Chamber of Commerce office by August 26, 2011.
4. Provide the Chamber with a list of the exact number of staff working for the Vendor at the event and to ensure that staff receive free entry wristbands. (Any staff arriving without a wristband will have to pay admission to enter the fairgrounds.) The vendor’s wristband request must be received at the New Paltz Regional Chamber of Commerce office no later than August 26, 2011.
5. Provide the Chamber with a list of power needs and to ensure that only 110-volt equipment will be used. The list must be received at the New Paltz Regional Chamber of Commerce office by no later than August 26, 2011.
6. Comply with all applicable New York State Health Department requirements for a Temporary Food Service Operation. The Chamber will file the applications on behalf of the vendors; permit fee is included in Vendor’s booth fee.
7. All food, supplies and equipment must be delivered to the assigned booth space by **9:30 a.m.**
8. All vehicles not holding product must be moved off-site by **9:30 a.m.**
9. All Vendors must be prepared to serve \$2 and \$3 tastes to customers by 10:30 a.m.
10. Use only the space and tables assigned to the Vendor; Vendor must bring additional tables and linens or rent additional tables and linens if more than three will be used.
11. Provide food and maintain the booth until 5:00 p.m. No Vendor may break down and leave early unless asked to do so by the Chamber.
12. Ensure all garbage is bagged and placed at designated waste disposal bins; will dispose of wastewater at designated wastewater disposal locations; will remove and dispose of oil and grease off-site at an approved location; will place all recyclables at designated recycling bins. Any fines arising out of improper disposal practices will be the responsibility of the Vendor and must be paid in a timely manner.
13. Vendor agrees to keep the area in and around the booth clean during the day and to clean up the booth area at the end of the day; failure to do so will result in a \$100 fine to the Chamber, in addition to any disposal fines assessed by the Ulster County Fairgrounds. The Chamber will inspect each food booth area for cleanliness at the end of the event, and Vendor must pass inspection before departing.
14. Vendor will count the number of tickets collected, write the number counted on the ticket box and return the tickets in the box to the Chamber before departing the fairgrounds. Vendor will receive 75% of the value of first 4,000 tickets received; the Chamber will retain the remaining 25%. Vendor will retain 100% of the value over \$4,000. Vendor understands and agrees that the Chamber will re-count all tickets to verify the number of tickets collected prior to issuing payment; checks will be issued no later than October 12, 2011.
15. Vendors may not “sublet” or share their booth space to another vendor without prior written permission from the Chamber.
16. Vendors may not solicit donations or funds for organizations or charities in their booths.

New Paltz Regional Chamber of Commerce
257 Main Street
New Paltz, NY 12561
845-255-0243
fax 845-255-5189
info@newpaltzchamber.org
www.newpaltzchamber.org





Restaurants, Catering, & Food Establishments 2011 Application & Agreement

Business Name _____

Contact Name (print) _____

Address _____

Telephone _____ Fax _____

E-mail address _____

Booth Fees (includes Health Permit):

	Member	Non-Member
	\$425.00 (includes health permit)	\$550.00 (includes health permit)

**All booth fees are non-refundable.*

_____ I will require electricity for my booth (110v) (no additional charge)

_____ I would like _____ additional table(s) @ \$10/table TOTAL = \$ _____

_____ I would like _____ additional linens @ \$12 TOTAL = \$ _____

OVER ⇨

I have read, understand and agree to abide by the Vendor Obligations as set forth on the Guidelines and Information. I understand this Agreement and the application fee must be returned to the New Paltz Regional Chamber of Commerce in order to participate in the 2011 Taste of New Paltz. I further understand and agree that if I do not fulfill the requirements agreed to, I may be asked to leave the site of the 2011 Taste of New Paltz.

_____ Vendor

_____ Date

PLEASE RETURN WITH FULL PAYMENT TO:
The New Paltz Regional Chamber of Commerce
 257 Main Street, New Paltz, NY 12561
845-255-0243.



For office use only

Date rec'd: _____ Health permit app. _____

Method: _____ Cert. of Ins. _____

Amount: _____

2011 Corporate Partners: Central Hudson Gas and Electric Corp. (Leading); Brinckerhoff & Neuville Insurance Group (Associate); Health Quest; Hudson Valley Federal Credit Union; KIC Chemicals, Inc.; The Law Offices of James Yastion, PLLC; M & T Bank; Ulster Savings; Vanacore, DeBenedictis, DiGiovanni and Weddell LLP, CPAs (Supporting).



Restaurants, Catering, & Food Establishments 2011 Application & Agreement Menu & Staffing Information

Proposed menu for TASTE OF NEW PALTZ:

Item:	# of Taste Tickets:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(continue on back of form, if necessary)

Equipment to be used at TASTE OF NEW PALTZ:

Item	Electricity needed?	
_____	Y	N
_____	Y	N
_____	Y	N
_____	Y	N
_____	Y	N

Staffing for TASTE OF NEW PALTZ:

I will need _____ wristbands for my staff and myself.