



# 29th ANNUAL TASTE OF NEW PALTZ

September 15, 2019

## GENERAL INFORMATION FOR Restaurants, Catering & Food Establishments Section

### General Information

Date: **Sunday, September 15, 2019**

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

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

Anticipated audience: 5,000 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 prepared and served food to customers in \$3 and \$5 “taste” quantities. Customers purchase “Tastes” from vendors with Cash (or Credit Card if Vendor chooses to set up and use mobile merchant services devices. This will NOT be provided by the chamber). Vendors are required to provide change to customers, so PLEASE BRING A REGISTER AND SUFFICIENT CHANGE. CHAMBER WILL NOT HAVE CHANGE FOR YOU AND BANKS ARE CLOSED ON SUNDAYS. Vendors will retain 100% of profits from the event.

Provided:

1. A 16’ deep x 10’ wide area -**Bring your own 10' x 10' pop up tent**
2. Three 8-foot tables
3. Access to potable water, 100-volt electrical service and waste disposal facilities (no grease disposal available). PLEASE BRING EXTENSION CORDS, THESE WILL NOT BE PROVIDED.
4. 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 28, 2019).
5. 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, Wine, Beer & Farm Markets Chairperson:**

**Beth Barry; e-mail [Beth@newpaltzchamber.org](mailto:Beth@newpaltzchamber.org)**

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  
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## 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 15, 2019 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 28, 2019.
2. Provide a menu of several “Tastes” costing \$3 or \$5 (no higher), which the Chamber must review and approve by August 28, 2019.
3. Post the approved menu at the Vendor’s booth clearly indicating to the customer what is received for the \$3 or \$5 (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 28, 2019.
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 30, 2019.
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 28, 2019. Please bring your own extension cords.
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 **9:30a.m.**
8. All vehicles not holding product must be moved off-site **by 9:30a.m.**
9. All Vendors must be prepared to serve \$3 and \$5 tastes to customers by 10:30a.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 5:00p.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 payable 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 retain 100% of all cash received from patrons.
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.

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