

NEW YORK STATE

BLUES

★ *Festival* ★

JUNE 13-14-15, 2024

WELCOME TO CHEVY COURT

NEW YORK STATE BLUES FESTIVAL

VENDOR PACKET

New York State Rhythm and Blues Festival, Inc. - PO Box 384, Syracuse New York 13201
www.nysbluesfest.com/vendors vendors@nysbluesfest.com 03-042311

Photo © Meem - Aerial Imaging

NYS Blues Festival – 2024 Vendor Packet

Thank you for your interest in New York State Blues Festival. This year, the festival will be held June 13-15 in Chevy Court at the New York State Fairgrounds in Syracuse, NY. The following Vendor Packet contains all of the necessary vendor application forms and guidelines for vending at this event.

PLEASE READ THROUGH THE ENTIRE PACKET THOROUGHLY.

Vendor Submittals:

The following items are due by May 1, 2024:

1. **Official Vendor Application and Vending Fee**
2. **Utilities Request Form** [2022-Electrical-Service-Request-Form.pdf \(ny.gov\)](#)
3. **Insurance Certificates (food vendors only)**
4. **Photo or Rendering of Business (copy)**

Vendor Area:

12 x 12 spaces will be available for retail and craft vendors, but larger spaces may be requested. Food vendor spaces will be accommodated based on what is needed to operate their business.

Vendor Time:

Vendors are **required** to be on site all three days, and operating during festival hours.

Thursday, June 13:	4:00 p.m. – 11:00 p.m.
Friday, June 14:	3:00 p.m. – 11:00 p.m.
Saturday, June 15:	12:00 p.m. – 11:00 p.m.

Vendor Fees*:

- Craft Vendors: \$350 (Larger than 12x12, \$450)
- Corporate Booth \$350
- Food Vendor (Snack-type) \$450
- Food Vendor (Meal-type) \$750
- Community/Non-Profit \$150

*Fees are non-refundable if vendors cancel within the two weeks prior to the festival.

Vendor Contract:

The Official Vendor Application and all necessary documents **must** be completed and submitted with full payment **no later** than May 1, 2024. (See attached form: *Official Vendor Application*).

Load In:

Load in time will begin at 8:00 a.m. on Thursday, June 13, 2024. If you require electrical hook-up, you **must** provide electrical requirements **when you submit your packet**, so that we can place you according to your needs. ([2022-Electrical-Service-Request-Form.pdf \(ny.gov\)](#).) We may be able to place some vendors on Wednesday, June 12.

Parking:

Special parking areas have been designated for vendors participating in the festival.

Load Out:

The festival will conclude at 11:00 p.m. on Saturday, June 15, 2023. At that time vendors should begin to clean up and break down. Under no circumstances can a vendor break down prior to the official closing of the festival **without permission** from the vendor director. All participants must be off the premises at the conclusion of the event on Saturday night, unless otherwise arranged. Please remember to leave your area as clean as it was when you arrived and properly dispose of any waste.

Insurance:

The New York State Blues Festival requires all vendors selling food and products applied directly to the skin or ingested to provide a copy of your liability insurance. The policy must be for \$1,000,000 general liability. On this form, two organizations **must** be listed as additional insured:

- New York State Fair
- New York State Rhythm and Blues Festival, Inc.

The insurance certificates must be sent no later than

May 31, 2024 to:

New York State Rhythm & Blues Festival, Inc.
PO Box 384
Syracuse, New York 13201

Or emailed to: vendors@nysbluesfest.com

Beverages:

The festival retains ownership of all alcoholic beverages. The festival will operate beverage tents serving beer and wine. Vendors may sell beverages that fall outside of these parameters.

Ice:

20 lb. bags of ice may be purchased for \$10.00 per bag at the festival site.

Utilities:

A Utilities Request Form is provided; please indicate **all items** that will require electricity. ([2022-Electrical-Service-Request-Form.pdf \(ny.gov\)](#).) Make sure you include lighting, appliances, etc. Please note: you will need to bring extension cords and power strips with you, they will not be provided. This form must be completed and submitted along with your vendor application by May 1, 2024.

Ground Cover:

Each vendor is responsible for providing ground cover for their booth.

Hydrants:

No Hydrant may be obstructed, hidden, or covered in any way.

Tents and Cookers:

Cooker may not be under the tent. Aisle ways & exits must be maintained and unobstructed if tents are enclosed. **All tents & canopies must be secured using weights. No stakes allowed.**

Combustibles:

Combustibles are simply defined as anything that can burn. Examples include, but are not limited to, cardboard, paper, wood such as chips, pallets, canvas, or plastic or packing materials in any form. These materials may not be stored, stacked, piled, or left in booths, higher than 3' high, 2' deep, 6' long. Any material found to be excessive or creating a hazard must be removed.

Fire Prevention Bureau Requirements:

Every food vendor **must** have a fire extinguisher on hand. The fire department and the New York State Fair require that the propane tank be secured by tie or chain and kept outside of any tent.

Lighting:

Vendors are responsible for providing their own lighting. Because of the extreme heat generated by halogen lights and the potential flammability of gas lanterns, neither is allowed to be used as lighting sources.

Accessibility to Buildings:

Accessibility spaces are maintained for access into buildings, parking lots, and to enhance the movement of people from the street for fire or other emergency apparatus. In case of structure fires, booths may be removed or lowered for accessibility to structures.

Trash:

At all times your area must be clean and neat, not only for health reasons but to represent an overall clean and wholesome image. Trash receptacles will be provided for your convenience. Please remember to use plastic trash bags (max. weight 40 lbs.). Workers will be collecting trash, so do not to overload the receptacles and **DO NOT** dump grease into them.

Recycling:

Be advised that all vendors are required to recycle. Boxes, cans, glass, and plastic are to be separated and placed in the back right hand corner of your booth. An official cleaning crew will periodically remove these recyclables from your site. **All Onondaga County recycling rules apply.**

Security:

Although overnight security will be provided on Wednesday, Thursday and Friday, it is the vendor's responsibility to secure its possessions. The NYS Rhythm & Blues Festival, Inc. assumes no responsibility for lost or stolen property.

Emergencies:

In the event of an emergency, please ask a security guard to notify a member of the NYS Blues Festival staff. EMTs will be on site for the duration of the event to supply emergency assistance if needed.

Event Cancellation: This is a rain or shine event.

For traveling vendors:

The New York State Blues Festival will be renting out RV sites at a reduced rate of \$50 per night for traveling vendors.

We have also made arrangements with local hotels and motels for traveling festival attendees, which vendors are welcome to take advantage of. Local lodging with special rates for the New York State Blues Festival can be found at the following hotels: *To be provided at a later date.*

Section 1: Contact Information

Name of Business:
Contact Person:
Address:
Telephone:
Fax:
Mobile No:
Email:

**OFFICIAL
FOOD
VENDOR
APPLICATION**

NYS Blues Festival
PO Box 384
Syracuse, NY 13201
Attn: Vendor Director

Section 2: Vending Fee

Snack type vendor fee is **\$450.00** and meal-type vendor fee is **\$750.00**. Full payment is required to reserve your space.

Unit size in feet: ____x____

Section 3: Products Sold (Our goal is to avoid duplicate products.)

1) _____ \$ _____	4) _____ \$ _____
2) _____ \$ _____	5) _____ \$ _____
3) _____ \$ _____	6) _____ \$ _____

Section 4: Payment Terms and Condition of the Agreement

I have read and agreed to all the terms and fees listed above and the terms and fees listed in NYS Rhythm & Blues Festival Vendor Packet 2024. Enclosed is full payment of \$_____. Vendor Signature: _____ Date: _____	For Official Use Only Payment Method: _____ Forms Status: Electrical: _____ Insurance: _____
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Section 1: Contact Information

Name of Business:
Contact Person:
Address:
Telephone:
Fax:
Mobile No:
Email:

**OFFICIAL
RETAIL/CRAFT
VENDOR
APPLICATION**

NYS Blues Festival
PO Box 384
Syracuse, NY 13201
Attn: Vendor Director

Section 2: Vendor Fee

Retail vendor fee is **\$350.00** for a 12' X 12' space. Full payment is required to reserve your space. Community Organization \$150.

Section 3: Products Sold (Our goal is to avoid duplicate products)

1) _____ \$ _____	4) _____ \$ _____
2) _____ \$ _____	5) _____ \$ _____
3) _____ \$ _____	6) _____ \$ _____

Section 4: Payment Terms and Condition of the Agreement

I have read and agreed to all the terms and fees listed above and the terms and fees listed in NYS Rhythm & Blues Festival Vendor Package 2024. Enclosed is full payment of \$350.00/\$150.	For Official Use Only
	Payment Method: _____
Vendor Signature: _____ Date: _____	Forms Status:
	Electrical: _____

New York State Fair Electrical Usage Form

Please remember, incorrect or insufficient information may lead to delays in connection and possible additional charges. Additional forms may be obtained from the Events Department.

**1 FORM IS
REQUIRED
FOR EACH
LOCATION**

Vendor Name _____
Contract Name _____
Zone _____ Space Number _____
Date Required _____ New Hook Up or Service Charge

**DO NOT PUT
MULTIPLE
LOCATIONS
ON 1 FORM**

*** SPECIAL NOTE ***

ALL LOCATIONS **MUST BE GROUNDED**. OUR ELECTRICIANS RESERVE THE RIGHT TO REFUSE TO CONNECT ANY ELECTRICAL SERVICE TO ANY EQUIPMENT DEEMED UNSAFE.

120 Volt Single Phase Service

No. of services

_____ 20 Amp Service
_____ 30 Amp Service

208/240 Volt Single Phase Service

No. of services

_____ 30 Amp Service
_____ 40 Amp Service
_____ 50 Amp Service
_____ 60 Amp Service
_____ 70 Amp Service
_____ 80 Amp Service
_____ 90 Amp Service
_____ 100 Amp Service
_____ 200 Amp Service

208 Volt 3 Phase Service

No. of services

_____ 50 Amp Service
_____ 100 Amp Service
_____ 200 Amp Service
_____ Other: _____

FOR OFFICE USE ONLY

Location and Space Number _____

Any service that trips more than 3 times or burns out will be replaced with the next service size at the vendor's expense.

DO NOT UNDERESTIMATE YOUR SERVICE REQUIREMENTS