



VENDOR PACKAGE

NEW YORK STATE RHYTHM AND BLUES FESTIVAL, INC.
WWW.NYSBLUESFEST.COM

PO BOX 384, SYRACUSE NEW YORK 13201
WWW.NYSBLUESFEST.COM

New York State Bluesfest

Vendor Information

Thank you for your interest in New York State Blues Festival. This year, the festival will be held **June 12-14, 2025** 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, 2025:

- ✓ **Official Vendor Application and Vending Fee**
- ✓ **New York State Fairgrounds Electrical Service Request Form**
- ✓ **Temporary Health Permit from Onondaga County Health Department**
- ✓ **Insurance Certificates (food vendors only)**
- ✓ **Photo or Rendering of Business (copy)**
- ✓ **Logo & Social Media handles**

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 12: | 3:00 p.m. – 11:00 p.m. |
| Friday, June 13: | 3:00 p.m. – 11:00 p.m. |
| Saturday, June 14 | 11:00 p.m. – 11:00 p.m. |

Vendor Fees*:

- Retail Vendors: \$350 (Larger than 12x12, \$450)
- Food Vendor (Snack-type) \$515 (Larger than 12x12, \$615)
- Food Vendor (Meal-type) \$815 (Larger than 12x12, \$915)
- Corporate Booth/Display \$350
- Community/Non-Profit Org. \$150 (distributing information ONLY)

***Fees are non-refundable.**

Vendor Contract:

The Official Vendor Application and all necessary documents **must** be completed and submitted with full payment **no later** than May 1, 2025 (See attached form: *Official Vendor Application*).



Load In:

Load in time will begin at 8:00 a.m. on Thursday, June 12, 2025. You **must** provide electrical requirements **when you submit your packet**, so that we can place you according to your needs. (Fees may be accessed by the NYS Fairground Electricians for services rendered.) We may be able to place some vendors on Wednesday, June 11.

****Please contact the Vendor Director with the day and time you'd like to set up.***

Parking:

Special parking areas have been designated for vendors participating in the festival. We will give you the location of vendor parking on set up day. Overnight parking is prohibited. *If you need overnight accommodations, please reserve a space on the campgrounds. Violators will be asked to leave.*

Electrical Use Form*:

The form can be found at: [NYSF-Events-Department-Electrical-Usage-Form.pdf](#) This form is required for all vendors. ***Additional fees may be required.**

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 15, 2025.

Health Permit

Beginning January 2025 all food and beverage vendors will be required to obtain a **Temporary Health Permit from Onondaga County health Department** prior to the start of this year's festival, and all festivals in the future. You will be required to provide a copy prior to arriving at the venue on June 12, 2025. Any food or beverage vendor

Load Out:

The festival will conclude at 11:00 p.m. on Saturday, June 14, 2025. 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 with NYS BluesFest. Please remember to leave your area as clean as it was when you arrived and properly dispose of any waste.



without a health permit will not be allowed to participate in the current years' festival. A copy of the Health Permit or Temporary health permit should be submitted to the Vendor Director on or before by May 29, 2025. For more information and to apply: <http://ongov.net/health/env/food-protection.html>

Forms can be submitted by:

- [Email: vendors@nysbluesfest.com](mailto:vendors@nysbluesfest.com)
- **Uploaded to the Vendor Portal on our website:**
www.NYSBluesFest.com
- **New York State Rhythm & Blues Festival, Inc.**
PO Box 384, Syracuse, New York 13201

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. (Subject to change by the NYS Fairgrounds)

Utilities:

A Utilities Request Form is provided; please indicate **all items** that will require electricity. 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, 2025.

Ground Cover:

Each vendor **must** provide ground cover for their booth and electrical cords that extend outside of their tents.

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 Travelling 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:

The following hotels are offering rates for festival attendees during the festival – June 11, 12, 13, 14, 15, 2025

- **Holiday Inn Express: Syracuse-Fairgrounds - NYS Blues Festival Host Hotel**
1 888 HOLIDAY (1 888 465 4329)
- **Aloft Syracuse Inner Harbor - NYS Blues Festival Host Hotel**
310 West Kirkpatrick Street Syracuse, New York 13204
- **Residence Inn Syracuse Downtown at Armory Square - Patron Hotel**
300 West Fayette Street Syracuse, New York 13202- Patron Hotel

RESERVED RV PARKING

RV sites available at the NYS Fairgrounds during the NYS Blues Festival – June 12, 13, 14, 2025. Power, water and sewer hook-ups included.

- See NYSBlueFest.com for RV reservation information.



OFFICIAL FOOD VENDOR APPLICATION

Return for to: NYS Blues Festival, PO Box 384 Syracuse, NY 13201

Or email it to VENDOR@NYSBLUESTFEST.COM

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|------------------|--|--|--|--|--|
| NAME OF BUSINESS | | | | | |
| CONTACT PERSON | | | | | |
| ADDRESS | | | | | |
| PHONE NUMBER | | | | | |
| MOBILE NUMBER | | | | | |
| EMAIL | | | | | |

| | | | | | | |
|-------------|------------------------|----------|--|----------|--|---------------------|
| | | 12X12 | | LARGER | | Unit Size (in Feet) |
| VENDOR TYPE | MEAL TYPE | \$815.00 | | \$915.00 | | |
| | SNACK TYPE | \$515.00 | | \$615.00 | | |
| | RETAIL | \$350.00 | | \$450.00 | | |
| | COMMUNITY ORGANIZATION | \$150.00 | | | | |
| | | | | | | _____ X _____ |

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|---------------|--|
| PRODUCTS SOLD | |
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| 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 2025. |
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Vendor Signature: _____ Date: _____



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|--------------------------|-------------|--|-------|--|--|
| Official Use Only: | CHECK | | FORMS | ELECTRICAL | |
| | MONEY ORDER | | | INSURANCE | |
| | CREDIT CARD | | | TEMPORARY HEALTH PERMIT (FOR FOOD VENDORS) | |

