

PLEASE READ OVER WHEN YOU RECEIVE THIS PACKET

VERY IMPORTANT INFORMATION

FOOD VENDOR RULES AND REGULATIONS
AND
GENERAL INFORMATION

Town of Cortlandt 225th Anniversary Celebration

George's Island Park
Dutch Street
Montrose, New York 10548

Sunday, July 28, 2013 - 3:00 p.m. – 9:30 p.m.

Rain Date: Sunday, August 4 – 3:00 p.m. – 9:30 p.m.

Please make sure to read prior to July 28th so that you know the procedure to be followed at the 225th Celebration, also bring the envelope with all your paper work the day of the Celebration.

Event Profile: 225th Anniversary Celebration is a one day event. July 28, 2013 from 3:00 p.m. – 9:30 p.m. Rain date is Sunday, August 4, 2013 – 3:00 p.m. – 9:30 p.m. Admission is Free – Fireworks at 9:00 p.m.

No Alcoholic Beverages are allowed at the 225th Anniversary Celebration.

Arrival & Departure: Vendors with trucks or trailers must arrive between 10:00 am and no later than 11:30 a.m... Vendors with tents must arrive between 12:00 p.m. and 1:30 p.m. We will Park the trucks and trailers first, then we will fit the tents around them. When entering the park, the vendors must drive down the road to the plaza; they will be met by someone that will show them to the area that is designated to them. Spaces will be marked with a Sign or marked with paint or chalk with the name of the vendor on it. They should drop their items off at their spot and quickly move their car onto the parking field. This is to avoid back up. The Trucks and trailers will be taking up 2 spaces and the tents just one space. All tents set-up on the plaza must be weighted down with sandbags and cannot be larger than 10x10. The size of one space is 15' x 18'. Gate opens at 3:00 p.m. Vendors must be set up 30 minutes prior to the start of the Celebration. One hour before the start time of the Celebration all cars must be off of the plaza and out of the vendor area. Only 1 parking space is provided for each vendor in the upper lot. All vendors are required to stay open until the park empties. At that time you can get your second vehicle from the top lot and bring down to the plaza to pack up and exit the park.

Board of Health: All vendors must follow the Westchester County Board of Health guidelines for operating an offsite food service. Westchester County Health Permit must be displayed at your site the day of the event. PLEASE REMEMBER TO BRING PERMIT WITH YOU.

Conduct: Please be respectful of others. As an agent of the 225th Anniversary Celebration, discourteous and/or inappropriate acts will not be tolerated. We reserve the right to remove any vendor violating the guidelines.

Fire Inspector: The Fire Inspector will do a complete check of each vendor's site generators, propane tanks, etc. to make sure the vendor is in compliance. A questionnaire is included in the envelope that will be completed and given to the Fire Inspector the day of the Celebration.

Food Oil: Food vendors are responsible for removing any used cooking oil from the premises.

Garbage: Vendor's must maintain a clean area free from loose trash. Vendors are required to clean up there site prior to leaving the event. All garbage from the event should be placed in plastic bags, cardboard boxes should be broken down and any other recyclables should be placed in the middle of there site for collection by the Staff after all vendors have exited the park. Do not dump grease or ash on blacktop or grass. Trash receptacles will be placed around the grounds for the customer's use and convenience.

Parking: A Vendor Parking Pass is included in this packet so you will be able to get into the park, please put the Vendor Parking Pass on the Drivers Side dash board. Vendor spaces must be manned and open for business at all times during the celebration from 3:00 p.m., during the fireworks and remain open until the park is emptied. There will only be one parking space provided to each vendor, for your extra vehicle. The lot is located at the entrance to George's Island. It is recommended that vendors car pool there staff into the event. Dutch Street and Sunset Road will be closed to traffic and the only way to enter is with a vendor pass.

Pets: No pets are allowed at the 225th Anniversary Celebration. Service Animals accompanied by their owners with proper paperwork are allowed into the event

Power/Generator: There is no electrical hook-up for any vendor. All vendors must provide their own quiet generator if power is needed.

Soda/Water: The soda/water will be handled by one vendor, Montrose Beer & Soda. If a vendor would like to have the convenience to sell soda/water to customers they must purchase the soda/water from Montrose Beer & Soda for \$.25 for water and \$.50 for soda. One week prior to the event you must call Montrose Beer & Soda and ask for Bill at 914-739-2211 to place your order. Montrose Beer & Soda will have a vendor booth at the celebration; you can pick up your order at that time. All vendors as well as Montrose Beer & Soda will sell the beverages for \$1.00 each to there customers.

Time of Operation: Vendors are required to be open 30 minutes prior to the opening of the Celebration which is 2:30 p.m. The Celebration starts at 3:00 p.m. promptly until 9:30 p.m. but we require all vendors to stay open until the park empties after the fire works.

Taxes: Each vendor is responsible to collect and report any sales tax to the proper authorities.

Waste Water: Food vendors are responsible for discarding all gray water and/or ice in the designated waste water tank located on the site. A copy of the map is enclosed and list where the waste water tank is located.

Water: Clean running water will be available for all vendors in a central location this will also be posted on the map.