



2019 African American Festival
Food Vendor Affirmation and Liability Release Form

Date: Sunday August 25, 2019 Time: 1pm - 7:00pm

I, _____, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the AFRICAN AMERICAN FESTIVAL celebration, I am exposing myself to certain known and unknown liabilities in my direct and indirect interactions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event of any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen. I understand and agree that neither HARAMBEE, AFRICAN AMERICAN FESTIVAL in the City of Kingston in the state of New York, its members and/or directors and officers may be held liable in any way for any occurrence in connection with my participation in the AFRICAN AMERICAN FESTIVAL that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event. I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will. It is my intention by this instrument affirmed by my signature below to exempt and release HARAMBEE of the City of Kingston, AFRICAN AMERICAN FESTIVAL and the City of Kingston, its members, directors and officers from all liability whatsoever for personal injury, employers liability and workers' compensation, property damage of wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

Signature _____ Date _____

Name (please print) _____

Business Name _____

Address _____

City, State Zip _____

Confirmation of your application will be sent via email or phone call. For this reason, you must provide an accurate phone number and/or email address below.

Phone Day _____ Evenings _____

Email _____

2019 African American Festival Food Vendor Rules and Instructions

1. Signed affirmation and liability release form, and payment must be received by **July 26, 2019**.
2. Spaces are assigned on a first come first serve basis. You will receive a confirmation of the receipt of payment by email.
3. This is a rain or shine event. There are no rain dates.
4. The AFRICAN AMERICAN FESTIVAL reserves the right to prohibit the sale of any item.
5. There are absolutely **no refunds**.
6. Check in times for vendors begins at 6:00am. The main street will close at 11:00am. Vendors not checked-in by 10:30am forfeit their spot.
7. On Sunday, vendors can start packing up at 6:00 PM, with vehicle access allowed at approximately 6:45 PM, or as deemed safe by the KINGSTON Police Department and will need to vacate by 9:00 PM for the street sweeper.
8. All vendors will send a **separate \$50 clean up deposit** along with payment (please enclose a self-addressed stamped envelope). This deposit check will be returned if your space is left cleaned, and you haven't chosen to donate it to the AFRICAN AMERICAN FESTIVAL. Vendors are responsible for all their own trash removal.
9. All food and beverage vendors must have a valid Ulster County Health Department Permit prior to the Festival. (Their number is 845 340-3150). All food and beverage vendors must also supply us with two certificates of insurance, having minimum liability limits of \$100,000 per occurrence/ \$300,000 aggregate for bodily injury and property damage. One certificate must name the "Harambee", 8 Hone Street, Kingston, NY 12401" and the second naming "City of Kingston", 420 Broadway, Kingston, NY 12401" EACH as additional insured. This insurance certificate must be received by July 26, 2019. For these reasons no late applications will be accepted for food or beverage vendors. Vendors selling any pre-packaged foods must pay for a food space and must contact the Ulster County Board of Health to determine if a permit is needed.
10. All vendors with electric, deep fryers or charcoals will also be required to have a Type ABC dry chemical fire extinguisher in the booth, per Fire Department Inspection requirement. Those with coals will need to dispose of them a proper metal container.
11. Vendor spaces are 10' x 10'. If you require more room you must purchase another space.
12. Vendors are encouraged to advertise their participation in the festival.
13. No glass beverage containers or animals will be permitted at the festival.

14. You cannot sublease or sell your space to another vendor.
15. Every attempt will be made to honor requests but we cannot promise that we can honor all placement requests.
16. Vendors must remain with their booths for the entire festival.
17. No alcohol and medicinal items of any kind may be sold at the festival.

We will send a confirmation once we receive your paperwork and payment.

Please initial here indicating that you have read and understand all of the rules and instructions.

All forms must be signed and mailed along with payment, clean up fee deposit and self-addressed, stamped envelope to:

**Harambee
Vendor Committee
8 Hone Street
Kingston, NY 12401**



African American Festival Food Vendors Application

Price for Vendor Spaces

\$200 per 10' x 10' space, Number of spaces needed _____

\$40 for City of Kingston: You will not be able to participate without this fee.

\$50 Clean up fee deposit (separate check for this fee). This fee will be returned if your space is left CLEAN!!!

OR

I would like to donate my Clean up fee to HARAMBEE: Yes_____ No_____

Make checks payable to: Harambee

Name: _____

Address: _____

City: _____ State: _____ Zip code _____

Email Address _____

Phone Number: _____

Business Name: _____

Types of foods and set up: _____

I will need access to electrical outlet(s): _____

For more information contact Sharline Bevier at
sbv199@yahoo.com

CITY OF KINGSTON

Steven T. Noble
Mayor



Carly Winnie
City Clerk

City of Kingston Event Vendor Application

If food and/or merchandise vendors will be participating, a vendor application and \$40 fee must be submitted for each vendor

Name of Vendor: _____

Phone Number: _____ E-mail Address: _____

Name of Event: _____ Date of Event: _____

1. Has applicant ever been convicted of a felony, misdemeanor or violation of any municipal ordinance (except illegal parking)?
_____ If yes:, please explain _____
2. If applicant is employed list name and address of employer. Also list credentials establishing relationship

3. Applicant's drivers license # as issued by NYS Department of Motor Vehicle _____
4. If applicant proposes to operate a vehicle in connection with vending please describe applicable below :

Cart _____	License # or other identification _____
Vehicle _____	License # or other identification _____
Other _____	License # or other identification _____
5. Description of goods, wares and merchandise desired to sell or the type of service applicant desires to perform and method of distribution. _____

6. If the applicant is a corporation or association, the name address and title of the officer upon whom process or other legal notice may be served: _____
7. New York State sales tax identification number or social security #: _____
8. It is the responsibility of the vendor to secure approval from the Ulster County Health Department to serve or sell food
9. No Alcohol may be served or sold without proper licensing through the New York State Liquor Authority
10. A certificate of liability insurance in the amount of \$1,000,000 (one million) listing the City of Kingston as an additional insured must accompany this application.

HOLD HARMLESS AGREEMENT (PURSUANT TO SECTION 61-5(F) OF THE CITY OF KINGSTON CODE

It is hereby agreed and understood by and between _____, hereinafter referred to as "Vendor", and the City of Kingston, hereinafter referred to as the "City" that the "Vendor" or heirs, executors, administrators, successors and assigns agrees to hold harmless and indemnify the "City" from all actions cause of actions, suits, debts, dues, sums of money, accounts, reckonings, bonds, bills, specialties, covenants, contracts, controversies, agreements, promises, variances, trespasses, damages, judgements, extent, executions, claims, and demands whatsoever in law, admiralty or equity arising out of the "Vendor's" business within the City of Kingston.

Vendor Applicant (print name) _____

Vendor Applicant Signature _____

Dated: _____ day of _____ month, _____ year

The issuance of a "Vendor Permit" does not guarantee you a particular space. The City of Kingston and other groups, sponsor events in various locations throughout the City. It may be necessary for you to move your vending operation during these events if said operation interferes with the event.

Vendor Applicant (print name) _____

Vendor Applicant Signature _____