



BITES FOOD FESTIVAL

Buffalo, NY

VENDOR KIT



Bites Food Festival Vendor Kit

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Event Description

Bites Food Festival (BFF) is a family-friendly, outdoor food & vendor event. It features a lineup of multiple food & retail vendors. The mini festival features a diverse selection of vendors that offer something for everyone. This event was created to bring the people together to enjoy great food, crafts & what other small businesses have to offer. Attendees will be able to purchase from multiple food & drink options, clothing, jewelry, treats, body care vendors & more. The Bites Food Festival will have a unique draw for eventgoers such as the \$5, \$10 & \$15 “Special Bites Menu”. Each vendor must highlight and sell **ONE** item in each pricing category. This will attract attendees and encourage them to spend more with more vendors. Along with the “Special Bites Menu”, vendors are allowed to have full menu, however, food vendors cannot sell drinks and drink vendors cannot sell food etc. Vendors must only sell items within their selected category & be approved by BFF Management: food, drinks, desserts, prepackaged food or drinks, merchandise, games or service. Absolutely no selling of items not approved by BFF Management will be permitted. All items to be sold during the festival must be listed on application for approval. BFF Management reserves the right to deny any business that does not align with the vision of Bites Food Festival.

General

Our top priority is to produce a quality event and to create an atmosphere where vendors can do business. The following rules allow every vendor to work in the best possible environment for conducting business. Vendors must stay all **3 days**. Move in on **Wednesday & Thursday and move out on Saturday**. Overnight security will be provided if vendor participation has met capacity. If enough vendors have not signed up for the event, overnight security will not be provided and setup & breakdown will have to commence daily. Vendors will be notified by email. If an emergency arises, and vendor needs to pack up early, please contact organizer for approval and procedure.

- Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your tent. Promotional videos are acceptable.
- All activities within your tent, including promotional videos, must be at appropriate noise levels to not infringe on your neighbor’s ability to conduct business. BFF Management reserves the right to determine and set the acceptable sound level in all such instances.
- Working in the aisles or distributing brochures, literature, samples, etc. from any area other than your booth is prohibited. All promotional activity must take place inside your contracted space.
- Please ensure that your display is completely set up one hour prior to the festival opening for inspection. For security purposes, at least one member of your company should be present at these times. BFF personnel will be available during all set-up and festival hours at the Information/Welcome Tent.



- Performers will be contacted individually regarding access for set-up and/or breakdown.
- Vendors are responsible for supplying their own carpeting, electricity, water, tables, chairs, etc. Tables, chairs, water, and electricity are not included in your vendor space.
- All food & drink vendors must have water & soap (for hand washing), gloves, hair protection & hand sanitizer readily available within their tent.
- No CBD or Spiritually-Charged Items allowed.
- All vendors must recognize the "Skip the Line" Passes. If an attendee flashes a bright-colored pass w/coordinating wristband, they must be allowed to skip the line to become the next available customer to be served.

Venue Location:

All-High High Stadium Bennett High School 2885 Main St Buffalo, NY 14214

Event Time Table:

Move-In

Wednesday

Trucks/Trailers: 3:00 PM - 8:00 PM

Tents: 3:00 PM - 8:00 PM

Thursday

Trucks/Trailers: 10:00 AM - 12:00 PM

Tents: 10:30 AM - 1:00 PM

Festival Hours

3:00 PM - 9:00 PM

Move-Out

9:00 PM – 10:00 PM

Friday

Trucks/Trailers: 10:00 AM - 12:00 PM

Tents: 10:30 AM - 1:00 PM

Festival Hours

3:00 PM - 9:00 PM



Move-Out

9:00 PM - 10:00 PM

Saturday

Trucks/Trailers: 8:00 AM - 9:00 AM

Tents: 8:30 AM - 10:00 AM

Festival Hours

12:00 PM - 8:00 PM

Move-Out

8:00 PM - 10:00 PM

Move-Out will not begin until the official festival closing time. Vendors may begin to dismantle & pack up 45 minutes before closing of the festival to help with quicker move-out times. Dismantling must not interfere with attendees' ability to buy and/or interfere with neighboring vendors. All vendor property must be claimed by **10:00 PM and completely removed by 10:00 PM Saturday evening, NO EXCEPTIONS.** Overnight security will be provided if vendor participation has met capacity. If enough vendors have not signed up for the event, overnight security will not be provided and setup & breakdown will have to commence daily.

Facility Details

- Outdoor only
- Grass grounds Food Vendors **MUST** tarp tent floor
- No electrical services or water available
- A tarp or plastic covering must be used to protect the ground in all tents where vendors are selling food on grass.
- Trash removal of large items is vendor's responsibility. Do not leave large items on the festival grounds, and do not put them in the dumpster.
- All cook-to-order tents must be fire-rated, have a 5lb fire extinguisher and a smoke detector.
- All vendors must have lined garbage cans inside their tent or near truck/trailer.

Marketing/Advertisement:

- Targeted Attendance: 2,000-3,000 per day (with full vendor cooperation, expect more)



- Internet: Google & Eventbrite
- Social Media: Facebook, Instagram & TikTok
- Vendors must aid in the marketing & promotion for the festival. Vendors must post event on their websites & social media pages.
- Vendors must post at least once a week letting their followers know when & where they will be and invite followers to come out and support them.
- Bites Food Festival social media pages must be tagged to every post. Specific instructions will be emailed to each vendor.
- Vendors not complying with the posting requirements listed above are subject to a \$50 Non-Marketing Fee.

Move-In Instructions:

- Proceed to Vehicle Check-In at the entrance to the load-in area.
- Once your vehicle is fully unloaded, please remove it from the festival grounds and park it in the vendor parking lot before setting up your tent.
- If you are bringing your own tent contents or a carrier is delivering them to the venue, please try to fit all of the contents into one vehicle.
- Parking in any unauthorized location will result in fines and possible towing by local authorities.
- If you do not require the assistance of move-in labor, it is strongly suggested that you bring your own hand truck, pushcart or dolly to facilitate move-in/out. This will speed up the process.
- All vehicles must be removed from festival grounds **by 1 PM on Thursday & Friday & 10 AM on Saturday.**
- All trailers must be disconnected from towing vehicles, and vehicles must be parked in vendor parking immediately upon arrival.
- BFF staff will direct vendor parking.
- Do not leave vehicles unattended at any time on festival grounds.

Move-Out & Breakdown Instructions:

Important Note: Please share this document with your breakdown crew!

- **Move-out starts at 8:00 PM & 9:00 PM.**
- It is strongly suggested that you bring your own hand truck, pushcart, or dolly to facilitate move-out. This will speed up the process.



- Trash removal of construction material and landscaping material, such as pavers, stone, dirt, plants, etc., is your responsibility. Do not leave these items on the festival grounds; you must take them with you.
- Never leave your vendor contents unattended during move-out. This is a difficult time to provide security.
- All vendor material must be claimed by **10:00 PM** and completely removed **by 10:00 PM**. Vendor property that has not been removed by **10:00 PM** will be subject to disposal. There is no opportunity for storage.
- Breakdown and flatten all boxes before disposal. Vendors are responsible for all trash removal caused by the business conducted at their tent.
- All trash must be placed in trash bags provided by the vendor before putting trash in dumpster.
- BFF will provide trash containers in public areas for attendees' use only. It will be the responsibility of the vendors to empty their trash and/or dispose of boxes during hours of operation as needed.
- Vendors must dispose of trash in the nearest dumpster provided by the festival.
- Vendors must only dispose of trash in the dumpsters and not into the containers for patron use.
- Vendors are responsible for adequately cleaning and maintaining their tent(s) and surrounding public areas, including behind your tent, at all times during the festival. At closing, vendors must bag all trash and deposit it in the nearest dumpster. All garbage from vendors is to be brought to the dumpster and not left in the lot or your surrounding tent space.
- No trash may be stored on the festival grounds or adjacent to vendor booths at any time.
- Vendor authorizes BFF to assess & charge a \$300 clean-up fee if your booth area is not thoroughly cleaned or trash is left on festival grounds. Invoices will be mailed after the festival.

Please note: Your cooperation in following the process outlined above will help in facilitating a smooth move-out.

Tent Information:

- All tents must be 10x10
- All tents should bring adequate lighting during the night hours
- All tents must be weighted with sandbags or weights. You cannot stake tents in the ground.
- All booths/tents must be aligned with the booth/tent next to them. The festival staff will coordinate this setup.



- All booths/tents must not exceed the agreed-upon size and must always be clean, safe, and in good condition.
- You are not permitted to use another tent in front of your booth once you are approved for the size of your booth (ex. 10x10 pops-ups, umbrellas, etc.).
- Please note, “main attraction item” (e.g. Turkey Legs or Catfish) sign should be displayed on the front & side your tent.
- Signage must not encroach on neighboring displays, no exceptions.
- If you would like BFF to print “main attraction item” sign, it will be an additional fee of \$75 and signs will be available when you arrive.

Distribution of Literature:

- Vendors are permitted to hand out flyers, catalogs, circulars, and folders within their tent/booth only. Distribution of such material from booth to booth, in the aisles, or in the parking lot is strictly prohibited.
- Canvassing of any kind or distributing literature on festival grounds or parking lot by or for non-exhibitors is not permitted.
- Vendors may display, demonstrate, give away samples, and sell within their vendor space only. Vendors should refrain from confronting those that are not complying with the above. Bring your concerns to festival management at the Information Tent.
- Placement of flyers on cars in the parking lot is strictly prohibited. Vendors found placing flyers on cars in the parking lot will receive a bill from the venue for cleanup and custodial personnel.

Electrical/Water Services:

Not Available. Vendors must provide their own water & generators

Information Tent:

For any questions regarding the festival onsite, please visit BFF Information/Welcome Tent, located next to the entry. All BFF staff will be available on-site during set-up and breakdown to facilitate vendor’s needs.



Products & Services to be Sold:

Only those products and services listed on the vendor contract may be sold at the festival. Should different and/or additional items be displayed, Festival Management has the right to ask that they be removed. Failure to comply may result in ejection from the festival and forfeiture of tent/space cost.

Tax Information:

New York imposes 4.75 percent state sales and use tax on all retail sales, leases and rentals of most goods, as well as taxable services. Local taxing jurisdictions (cities, counties, special purpose districts and transit authorities) can also impose up to **1** percent sales and use tax for a maximum combined rate of **8.75** percent.

Local Agencies and/or Departments:

Vendors are required to conform to all local, state and federal laws concerning the legality of selling their equipment, product or services; inclusive of obtaining proper licensing or permits for all companies and/or products. Vendor acknowledges that compliance with the foregoing requirements is an integral part of its contract. Failure to obtain or file the certificates or licenses or permits referred to above will be considered a breach of contract by the vendor, and the vendor shall be liable for any damages incurred by Partylicious Events/Bites Food Festival.

Pay Your Bill:

Vendors with a past-due balance will not be allowed to sell until all such balances are paid in full, no exception. If you have an outstanding balance, contact organizer at (682) 232-3944.

Music:

- Music, musicians, functioning audio speakers, and/or performances of any kind are prohibited within your tent. Promotional videos are acceptable.
- All activities within your booth, including promotional videos, must be at appropriate noise levels to not infringe on your neighbor's ability to conduct business. BFF Management reserves the right to determine and set the acceptable sound level in all such instances.



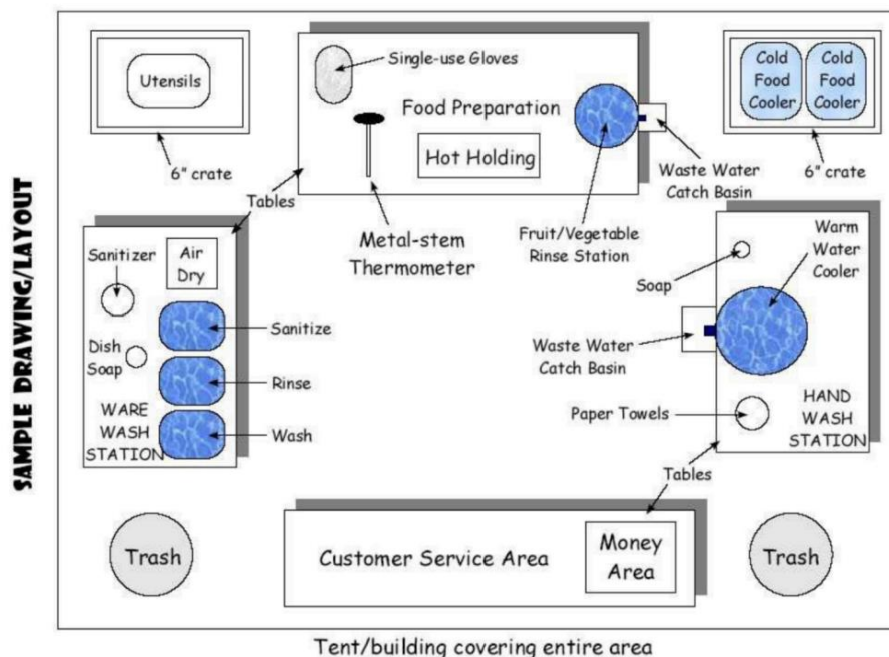
Refunds for Tent/Truck/Vendor Space:

Refunds will not be made, in whole or in part, for unused vendor spaces. Should the contracted vendor space remain unoccupied within one hour of the festival start, Bites Food Festival may assign it to another vendor or use it without obligation. All outstanding balances will remain due irrespective of Bites Food Festival reassigning such space. Refunds will not be made, in whole or in part, for cancellations, rescheduling, weather or any issue outside the control of the organizer. Refunds will not be made, in whole or in part, for low/no attendance. Refunds will not be made, in whole or in part, for low/no vendor sales. Refunds will not be made, in whole or in part, for any reason unless deemed necessary by organizer.

Security:

At the close of the day, BFF management will walk the festival grounds to ensure that everyone is off festival grounds, at which time the facility is deemed secure and will be locked down. For preparation and security purposes, at least one member of your company must be present at these times, Partylicious Events/Bites Food Festival does not guarantee vendors against loss, nor does it imply any assumption of liability for vendor's property.

Sample Tent Layout



Sanitary Regulations for Temporary Events

Temporary Events



- PROVIDE THE ITEMS BELOW FOR HANDWASHING AND DISHWASHING AT EACH BOOTH
- COVER ALL FOODS
- COLD FOODS SHALL BE AT 41 DEGREES F OR BELOW
- HOT FOODS SHALL BE ABOVE 140 DEGREES F
- UTENSILS OR NAPKINS SHALL BE PROVIDED FOR ALL FOODS THAT ARE OPEN AND AVAILABLE AS SAMPLES

Stem Thermometer



Test
Strips
for
Bleach

Dish Washing Station



Hand
Washing
Station