



Food Culinary Competition Application Contract

Agricultural theme - "The Valley of Farming Diversity"

THIS AGREEMENT between "HEART OF THE HUDSON VALLEY" BOUNTY FESTIVAL (herein referred to as "FESTIVAL MANAGEMENT") and _____ (herein referred to as "VENDOR") for exhibition space at the "HEART OF THE HUDSON VALLEY" BOUNTY FESTIVAL to be held on Saturday, October 4th at Cluett-Schantz Memorial Park, Route 9W, Milton, NY, 10 am – 4 pm. Rain date is Sunday, October 5th.

FOOD VENDOR FEE: New food vendors \$55.00, returning 2007 participants \$50.

CONTRACT DEADLINE: Application and fee due by **6/30/08**. Applications received **7/1-9/6** will be **\$60** for new vendors and **\$65** for returning vendors.

SPACE: max. of 10' x 10' under the culinary food competition tent.

NEW YORK STATE SALES TAX: VENDOR **must** possess a valid N.Y.S. Sales I. D. Number, if applicable, and provide FESTIVAL MANAGEMENT with a photocopy of a current permit issued by the N.Y.S. Sales Tax Bureau.

VENDOR WILL NOT BE ACCEPTED WITHOUT THIS CERTIFICATE, which must be displayed by VENDOR during Festival hours.

INSURANCE: VENDOR must furnish FESTIVAL MANAGEMENT with a Certificate of Insurance with liability limit of no less than \$1,000,000 and shall name the Town of Marlborough and Meet Me In Marlborough as "additional insured" and Cluett-Schantz Memorial Park as the premises for the event.

Item Checklist

- Vendor Fee Payable to Marlborough Agricultural Alliance
- Certificate of Insurance
- Signed Copy of Rules and Regulations page 4
- Photocopy of Sales Tax Cert
- Signed Copy of Contract page 1
- Copy of completed BOHA Application page 6

I have read the accompanying Rules and Regulations and agree to abide by them. I further understand that the vendor fee is non-refundable even if the event is rained out for the entire weekend.

*Please fill in the information below.

FOOD VENDOR

(PLEASE PRINT)

BUSINESS: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

WEB SITE: _____

OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

SIGNATURE (Owner)

TITLE

DATE

FESTIVAL MANAGEMENT

"Heart of the Hudson Valley" Bounty Festival
Marlborough Town Hall
P.O. Box 305 Rt. 9W
Milton, NY 12547

Website: www.hvbountyfestival.com
Phone: (845)795-2220 8-5, M-F
(845)616-7824 after hours

Make checks payable to: Marlborough Agricultural Alliance

HVBF 2008 Rules and Regulations

FOOD VENDOR FEE

1. Vendor Fee is due and payable at the time the contract is returned to *Festival Management*. Vendor understands that once *Festival Management* accepts Vendor as a participant, the vendor fee is non-refundable.
2. The Fee entitles food vendors to a maximum of 10' x 10' space under the Culinary Competition Tent.

SETUP

Vendor/Booth setup will begin at 7:00am on Saturday October 4th and must be completed by 9:00 am, at which time all vehicles must be moved to the Vendor Parking Area. The park will be closed to vendor car traffic from 9:00am to 10:00am. Vendors will be required to show a vendor car pass at check in which will be mailed to you. Please place it visibly on the dashboard to facilitate admittance. Indicate below the cars' make/model/plate #.

HOURS

1. The Festival gates are open to the public from 10:00am-4:00pm. Your booth exhibit must be in order by 9:00 am. Vendors may not break down booths before 4:00pm.
2. Food Vendors will be open for business from 10:00am to 4:00pm regardless of the weather. The *FESTIVAL MANAGEMENT* must approve any deviation from posted hours.
3. To insure pedestrian safety, vendors and their staffs' cars will not be allowed on festival walkways before 4:00pm and will not be allowed to leave the park before 4:30pm.

RAIN DATE

This year's rain date is scheduled for Sunday, October 5, 2008. Please provide a phone number where you can be reached in the event Festival Management needs to contact you the evening before or the morning of the event.

Phone _____

DECORATIONS AND HOUSEKEEPING

1. Your booth must be maintained and decorated in a professional manner.
2. You will be judged on booth appearance as well as presentation. Nothing may be stapled or nailed to the tent.
3. All signage must look professional. i.e.computer generated on paper, no hand writing.
4. At the end of the Festival, your area must be left as you found it with all refuse bagged/tied and disposed of in the festival designated location; dispose of wastewater at designated waste water disposal locations; remove and dispose of oil and grease off-site at an approved location; place all recyclables at designated recycling bins.
5. Failure to do so will result in a \$100 fine charged to the Food Vendor which must be paid in full within three business days after the festival.
6. **The Festival Management will inspect each food booth area for cleanliness at the end of the event and Food Vendor must pass festival inspection before departing.**

PETS

Pets will not be permitted on the Festival Grounds. Exception only for service/guide dogs accompanying visually or otherwise impaired individuals.

NO MEDICINAL ITEMS OF ANY KIND ARE PERMITTED FOR USE OR SALE.

RESTAURANT FOOD COMPETITION VENDORS **WILL NOT BE ALLOWED** TO SELL ALCOHOLIC BEVERAGES.

FOOD VENDORS and their respective staff/visitors **MUST CONDUCT AND DRESS THEMSELVES IN A PROFESSIONAL MANNER AT ALL TIMES.** No hawking or yelling will be permitted.

HVBF 2008 Rules and Regulations

Continued

FOOD VENDORS must provide food and maintain the booth until 4:00 p.m. No Food Vendor may break down and leave early unless asked to do so by the *Festival Management*. Food Vendor space should be decorated with a fall bounty theme. Two 8ft standard size tables are included in the vendor's fee. During this year's event, food vendors will be using a *Hudson Valley Bounty Festival* Coupon/ticket system in-lieu of cash. At the end of the festival, you will be reimbursed at \$1 per coupon/ticket.

FOOD VENDORS must provide their own:

- Power, i.e. generator/grill.
- Linens (preferably white full length).
- Plastic utensils, cookware, and plates or bowls
- Container for carrying water (while potable water source is available near the tent, Vendor shall provide own container for transport)

FOOD VENDORS must supply the *Festival Management* with a list of items that will be judged or sold. You and/or your representatives and/or staff may not sell any food item that has not been cleared with *Festival Management*. (see page 7 for judged item entry form)

Please let us know if you require Propane at the festival. *Propane for the Competition is complimentary courtesy of Porco Energy*, but we must know of your need in advance.

COMPETITION FOOD

1. Food Vendors' line of food must include at least **one (1) item from a local farm or winery that you are showcasing in your cuisine and must be indicated at your table.** (Ex.) *Apple glazed Rabbit- Cortland apples from Smith's Orchard, Anytown, NY.* *Festival Management* encourages the use of fall harvests in the preparation of all food sold at the Festival. It is your responsibility to make contact and arrangements with a farm/winery.

* **Submit your menu for inclusion on our website (format PDF or word)**

2. Food Vendor must comply with all State and Federal Regulations, i.e. Department of Health Regulations, and **must submit an application, along with a \$50 fee, for a NYS Department of Health Temporary Permit and post approved permit at vendor site.** An inspector will be on site the morning of the festival to look over your vendor space for compliance. If not approved, you will not be allowed to participate and will be asked to leave the festival grounds. (see application, pages 5 & 6)

3. **Signage** – Food Vendors must display computer generated signs indicating items to be sold and their respective prices in a professional manner. Must be 8 ½ by 11 placard.

4. **Category judging times** will be posted the morning of the festival starting with appetizers, then entrees, then desserts.

5. **Food Vendor may only submit one item per category.**

6. **Table decoration and plate presentation** must be done in a professional manner. You will be judged on both separately.

7. **Price** for providing a "taste" of an item you had entered in the competition for public consumption **must be priced at \$3.00**

8. **Items for judging should be appropriate in size so as to allow for 5 tastings.**

HVBF 2008 Rules and Regulations

Continued

NON-COMPETITION FOOD

1. Food Vendor may not exceed a total of 5 **additional** items for sale. (these additional items **do not** include items to be judged.
2. Food Vendor may not price any one dish more than \$7. Pricing to be in \$1 increments.

COMPETITION CATEGORIES:

Judging will begin at 9:00am. The tent will open for guests when complete.

The three *categories* to be judged in this competition are **APPETIZER, ENTRÉE AND DESSERT, respectively**. A first, second and third place will be awarded in each category.

There will be **TWO** additional categories that will be judged separately; **the best decorated table and the best interpretation of the this year's Festival Theme.**

The *criteria* that the CIA judges will be looking at when judging each entry in the above three categories are **taste/texture, appearance/presentation, complexity of the dish, and how well the item exemplifies/showcases the bounty of the Hudson Valley**. A maximum of 25 points will be given in regard to each criteria totaling 100 points maximum.

Competition Contact: **Gayle Schankman (845) 236-3817**

Food Competition to be judged by
Charles A. Garibaldi, C.H.E. of the Culinary Institute of America
and other CIA judges

Attention Food Vendor:

Restaurant spaces are limited. Final decision will be made by the *Festival Management* to allow for a diverse representation of ethnic cuisine using locally grown produce. *Festival Management* has the right to disallow any Food Vendor to participate in the Festival if these Rules and Regulations are not strictly adhered to. You will not be able to participate if they are not met and your contract becomes void, forfeiting application fee. Your signature on this contract acknowledges your responsibility and agreement to follow the rules and regulations described above. It also acknowledges that you are solely responsible for the actions of your representatives and/or staff AND THAT THEY ALSO AGREE TO FOLLOW ALL RULES AND REGULATIONS. I understand and agree to this.

Food Vendor Signature

Telephone #

Date

Town/Festival Mgmt

Telephone#

Date

ENVIRONMENTAL SANITATION DIVISION
300 FLATBUSH AVENUE
KINGSTON. NEW YORK 12401-2740
845-340-3010

Dear Food Service Vendor:

It has been brought to our attention that you are planning to operate a temporary food concession.

In order to operate, you must submit the enclosed application and a \$50.00 NONREFUNDABLE fee to this Department at least five (5) business days before the day of the event. However, if your organization is not-for-profit, please record this in the proper space provided on the application, and the \$50.00 fee will be waived.

Anyone preparing food, other than on-site, must prepare their food at an establishment that has a valid Department of Health or Department of Agriculture and Markets permit.

On the day of the event, a representative from this Department will do an on-site inspection of your food concession. If you meet the requirements of Subpart 14-2 of the New York State Sanitary Code, a valid food service permit will be issued and operation may commence.

ITEMS NEEDED FOR OPERATION

1. Single service articles (paper plates, paper napkins, plastic utensils, etc.).
2. Proper utensils, plastic gloves and/or deli paper must be used to eliminate unnecessary hand/food contact.
3. Equipment must be present to cook or reheat foods to 165 degrees Fahrenheit or above and to maintain food temperature at 140 degrees Fahrenheit during hot holding.
4. Equipment must be present to maintain refrigerated food temperatures at 45 degrees Fahrenheit or below.
5. Potentially hazardous foods must be transported at temperatures of above 140 degrees Fahrenheit or below 45 degrees Fahrenheit.
6. Equipment used for refrigeration must have thermometers. A stab thermometer (0-220 degrees Fahrenheit) is required for checking hot and cold food temperatures.
7. Water and ice must be obtained from an approved source. Home sources are not approved.
8. Three containers (minimum 5 gallons each) to wash, rinse and sanitize kitchenware.
9. A container for sanitizing wiping cloths (100 ppm bleach).
10. A covered container (minimum 5 gallons) with a spout for fresh water storage.
11. Liquid soap dispenser and paper towels for handwashing.
12. Food should not be stored in undrained ice.
13. Garbage cans with liners and covers.
14. Bathroom facilities must be provided at the temporary food service site.

If you have any questions regarding the above, please call 845-340-3010.

2006

ULSTER CO-UNTY HEALTH DEPARTMENT
ENVIRONMENTAL SANITATION DIVISION
300 FLATBUSH AVENUE
KINGSTON, NEW YORK 12401
845-340-3010
APPLICATION FOR A PERMIT TO OPERATE
A TEMPORARY FOOD SERVICE ESTABLISHMENT

It is unlawful to operate any temporary food service establishment without a permit.

Name of Event _____

Location of Event _____

Opening Date of Event _____ Time: _____ AM _____ PM

Closing Date of Event _____ Time: _____ AM _____ PM

Name of Establishment _____

Name of Operator _____

Address of Operator _____

Telephone Number _____

Not-for-profit Organization: Yes _____ No _____

Food to be served _____

Food to be obtained from _____

Equipment to be used _____

The Undersigned applicant has received, read, understands and agrees to operate the temporary food service establishment in complete compliance with Subpart L4-2 of the New York State Sanitary Code.

Date: _____ Signature of Operator: _____

Permit Recommended: Yes _____ No _____ Bv: _____

Date of Issue: _____ Expiration Date: _____

Permit Conditions: _____



Heart of the Hudson Valley **BOUNTY FESTIVAL**

Marlborough, NY: A small farming town serving the region

*“Heart of the Hudson Valley”
Bounty Festival 2008*

Culinary Competition Categories

Please provide this form to Gayle or Tim by 9 AM on festival day. Entries must be accompanied by this form in order judged.

Appetizer: _____

Farm: _____

Produce Item(s) used: _____

Entrée: _____

Farm: _____

Produce Item(s) used: _____

Dessert: _____

Farm: _____

Produce Item(s) used: _____

This form required for each entry.