

**City of Syracuse**  
**AGREEMENT FOR VENDING AT SPECIAL EVENTS**

Office of Special Events ♦ 412 Spencer Street ♦ Syracuse, NY 13204  
Phone: 315-473-4330 ♦ Fax: 315-428-8513

The Office of Special Events requires the completion of this application for all events taking place on public property, including but not limited to streets, sidewalks, parks, and trails. Please review and complete the application with as much detail as possible.

1. Completed applications, accompanied by any necessary attachments, should be sent to the Special Events Office at 412 Spencer Street, Syracuse, NY 13204 or emailed to bfarmer@syr.gov.net
2. Applications are due **TWO WEEKS** PRIOR to the event you are scheduled to vend at. Failure to return the application with any necessary requirements could result in the applicant being unable to setup on city property.

**RULES & REGULATIONS FOR VENDING ON CITY PROPERTY**

*Please initial next to each item that you have read, understood and agree to the guidelines listed below.*

**INSURANCE:**

All food vendors must provide the City of Syracuse with a certificate of liability insurance for \$1 million general liability naming the City of Syracuse as additionally insured. A copy of the endorsement page from the policy is also required. (Address: City of Syracuse, 412 Spencer Street, Syracuse, NY 13204)

**HEALTH PERMITS**

Each vendor is responsible for obtaining a valid Health Permit from the Onondaga County Health Department, regardless of whether the food is given away or sold. This would be either a temporary food permit or a mobile food truck/cart permit. *Please note that if a vendors owns a restaurant, the permit for the restaurant does not cover their stand at an offsite location.*

**VENDOR CLEAN-UP FEE**

Vendors are expected to clean up their area regularly during the event as well as the last day of the event. All trash is to be placed in garbage bags for pickup. Boxes & recycling are to be broken down for pickup. The area should be free and clear of all grease, oil and food. **Failure to thoroughly clean the assigned vendor space will result in a cleaning fee of \$200 plus labor and supply costs incurred by the City of Syracuse for cleaning up their booth space.** No dumping of any product, liquid or solid, is allowed anywhere on festival grounds. Illegal dumping is subject to fines - vendors are responsible for all costs resulting from improper disposal of materials. City staff will inspect all booth locations prior to vendors arrival, during festival operations, and at the closure of each festival.

**WATER/HOSES**

Water access will be made available to food vendors via a nearby fire hydrant (where available) that can be bucketed and brought back to each stand. If a continuous supply of water is needed via a food grade hose, prior arrangements must be made with the festival and city as access for this type of hookup is limited and subject to approval. No hoses shall run in a manner that causes a tripping hazard to the public, all placement of hoses is subject to the Special Event Coordinators approval.

## GROUND COVERING

Food vendors are responsible for providing non-porous ground covering for their booth space as well as their prep area in order to prevent excess amounts of grease, etc. on the roadways and sidewalks. This means all areas inside and outside of your booth space that you are using to prepare food must be covered. Acceptable coverings are: tarps, rubber mats, tar paper.

## DISPOSAL OF WASTE

**GREASE/GREY WATER:** A grease dumpster is provided onsite for all grease, cooking oil and grey water at Clinton Square festivals. Vendor is responsible to making sure all grease/grey water gets properly disposed of in these dumpsters. For vending in other city locations, vendors are required to remove all grease, cooking oil and grey water with them. **No dumping of any product, liquid or solid, is allowed anywhere on festival grounds or in sewer drains.** Illegal dumping is subject to fines - vendors are responsible for all costs resulting from improper disposal of materials.

**TRASH:** **Vendors are required to bring their own trash cans and trash bags for use at their booth space.** Vendors can place full bags of trash to the back of their booth space for removal by the city. Trash cans will be provided by the city for the general public to use. Any vendor caught using a public trash receptacle for booth waste is subject to the \$200 vendor cleanup fee.

**RECYCLING:** Vendors must break down all cardboard and keep all recyclable materials separate from trash for pickup by the city. Boxes may NOT be used to dispose of food, all food and refuse must be placed in trash bags.

## FIRE SAFETY REQUIREMENTS

**PROPANE TANKS/PERMITS:** Those using propane at their booths are required to have a current propane permit from the City of Syracuse Fire Department. To apply for and obtain a permit please call 315-448-4777.

**SECURING PROPANE TANKS:** Propane tanks are required to be secured to prevent tipping. Twenty-pound tanks cylinders can be secured in milk crates or with chain. Any cylinders bigger than 20 lbs. must be secured to a stationary object and ALL cylinders must be kept at least 10 feet from the vendors tent and cooking equipment. Propane is prohibited in or under any tent open to the public for seating.

**FIRE EXTINGUISHER REQUIREMENTS:** Anyone using open flames, propane use, etc., shall provide the following: and approved propane permit on site; a U.L. listed currently tagged and inspected ABC extinguisher, no less than 5 pounds; and a spray bottle of soapy water to test fittings for gas leaks. This shall be available to the fire marshal. There shall be no flammable liquid storage allowed, whatsoever, without consulting the Fire Marshal first. If deep frying is to be used the a "K" type extinguisher must also be on site.

**TENTS AND COOKERS:** Cookers are not allowed under any tent that has seating. In those tents that have seating, cookers must be in a separate tent at least 10 feet from the dining tent. For those vendors using tents only for vending purposes, the cookers need to be outside of the tent, but the 10-foot clearance is not mandated. Aisle ways and exits must be maintained, unobstructed if seating or tents are enclosed.

**FIRE MARSHALS:** The Syracuse Fire Department will have Fire marshals on site before and during festivals for inspections. For any questions on festival fire safety regulations the Fire Prevention Bureau can be reach at 315-448-4777.

## LIGHTING FIXTURES

The following fixtures are acceptable if they meet all of the below mentioned requirements:

Incandescent fixtures with an enclosed globe that is not glass

Fluorescent lighting, only if it is rated for outdoor use, has the proper three prong cord end, and is of the enclosed housing type.

Open type fixtures that have an exposed lamp will not be permitted for food vendors or merchants unless they have lamps visibly marked shatterproof rated.

Holiday stringers of lights with plastic LEDs are permitted.

The following types of lighting types are **NOT** allowed for any type of use:

Halogen fixtures, gas lanterns, HID lighting, Holiday stringers with glass lamps, construction type pin sockets with or without a basket guard.

## ELECTRICAL SAFETY/REQUIREMENTS

**GENERAL POWER:** Anyone setting up on city property that requires an electrical hookup are required to fill out and turn in a Power Request form. Power Request forms are to be turned in TWO WEEKS prior to the special events scheduled start date. For vendors that are involved in multiple events will still need to submit a Power Request form for each event. Every event is unique depending on setup, power availability and other logistics that are subject to change. Vendors that do not submit their requirements on time will have their electrical needs addressed last, if there is sufficient time and power remaining.

**EQUIPMENT:** The city electrical staff will not hook up household equipment, 3-phase equipment, or magnetic connection fryers. Vendors must use industrial/commercial grade equipment. All equipment is subject to inspection by the city electricians for condition, amperage draw, voltage, and proper wiring. The electricians will make every effort to work with vendors in regards to hooking up their equipment. If any equipment is unsafe or not repairable onsite, it will not be hooked up due to electrical codes and safety regulations. This is not negotiable and will be determined by the electrician in charge on-site.

**LOADING IN AND OUT:** A load in time will be given to you by the event organizer prior to the festival. As you arrive to your booth space you will need to set your equipment out for the electricians to hook up and load test. As your equipment is hooked up it will be taped together so as to deter others from adding any equipment to the existing circuits to prevent overloading them. If you bring any additional equipment that day or thereafter, we ask that you find the electrician on duty to coordinate location and circuitry as needed. Do not relocate, remove any tape, or add equipment on your own. This will affect yourself and other vendors and increase the risk of a fire. **All panels, disconnects, generators, transformers, and all other electrical equipment are ONLY to be accessed by the City of Syracuse Electrical staff. There are no exceptions.**

**All questions for electrical needs, rules and regulations please call the City Electrician at 315-473-4407.**

**I have read and understand the rules and regulations set forth within this agreement. I, the vendor, understand that failure to follow these rules and regulations as described and stipulated herein will result in ineligibility for this and future events.**

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SIGNATURE

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DATE SIGNED

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PRINT NAME

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PHONE NUMBER

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STREET ADDRESS

CITY

STATE

ZIP

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VENDOR BUSINESS NAME

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NAME OF THE EVENT YOUR ATTENDING

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DATES

**DEPARTMENT OF ENGINEERING**  
**Facilities Management**  
**ELECTRICAL SPECIFICATIONS FOR SPECIAL EVENTS**

EACH ORGANIZATION WILL NEED TO CIRCULATE THIS FORM TO ALL OF THEIR VENDORS. ANY QUESTIONS MAY BE ANSWERED BY CONTACTING THE CITY OF SYRACUSE'S ELEC. DEPT. AT 473-4407

The following is to be filled out by all vendors. Vendors should have their electrical request into the City Electrician no later than **2 weeks** prior to their special event's scheduled date. For vendors that are involved in multiple events they will need to submit their requirements for each event. Every event is unique depending setup, power availability, and other logistics that are subject to change. **Vendors that do not submit their requirements on time will have their electrical needs addressed last, IF THERE IS SUFFICIENT TIME AND POWER REMAINING.**

**EVENT NAME:** \_\_\_\_\_ **EVENT DATE(S):** \_\_\_\_\_

**BUSINESS/VENDOR NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**VENDOR TYPE:** *Please check all that apply.*

Food/Beverage

Retail

Arts & Crafts

Staging Company

Sound Company

Informational/Promoter

**SET UP TYPE:** *Please check the type of vendor space you will be setting up*

Tent  
 Size: \_\_\_\_\_

Mobile Truck/Trailer  
 Size: \_\_\_\_\_  
 Service Side: \_\_\_\_\_  
 (Driver or Passenger)

TYPE OF EQUIPMENT	1-3 PHASE	VOLTAGE	WATTAGE	AMPERAGE	QUANTITY

**ANY EQUIPMENT THAT IS TO BE USED AT THESE EVENTS ARE SUBJECT AN ELECTRICAL INSPECTION, BY THE ELECTRICIANS WORKING THAT EVENT. IF THIS EQUIPMENT IS IN AN UNSATISFACTORY CONDITION (UNSAFE OR INCORRECTLY WIRED) THIS EQUIPMENT WILL BE DISCONNECTED OR NOT HOOKED UP AT ALL. THIS CALL IS MADE BY THE CITY ELECTRICIANS AND BECAUSE OF SAFETY REGULATIONS IS NOT NEGOTIABLE.**