

**Phoenix Rising and Village of Phoenix
Presents**



Village of Phoenix
455 Main Street
Phoenix, New York 13135
Phone: (315) 695-4084
Fax: (315) 695-3311

Dear Friends,

It is time to make plans to attend the 2019 Village of Phoenix Locktoberfest. The Event will be held on Phoenix Downtown District on Saturday, October 5, from 11a.m. to 8p.m. All crafters and vendors will be on State Street, Bridge Street and Municipal Parking Lots.

The 2019 Locktoberfest will be very exciting, featuring all-day music, one of a kind crafters and food vendors, street performers, local artisans, children's activities, guided tours of our lock and drawbridge, and a Beer Garden featuring locally brewed craft beers, wines, wine slushies, wine tastings, ciders and more. We are still working hard to bring in more events to make this year a great celebration!

We are taking a look at the logistics of festival set-up and it is our intention to create a festival layout that has a good "flow" to it.

Each exhibit space is 10' x 10' in size. There is a fee for each exhibit space needed. Set-up times will be available October 4 in the afternoon and October 5 in the morning not later than 10:00am. Please be sure to indicate your preferred set-up time on your application and we will do our best to accommodate your needs. Set-up for your exhibit should be limited to one hour as a courtesy to other exhibitors. **You must provide an e-mail address for your confirmation information to be sent electronically.**

Please complete and return the enclosed application, along with your check or money order to the address provided. Be sure to read the rules and regulations. Directions and further information will be provided with your reservation confirmation. We look forward to your participation in the 2019 Village of Phoenix Locktoberfest.

Sincerely,

Phoenix Rising



2019 LOCKTOBERFEST RULES & NOTIFICATIONS

1. Locktoberfest hours are Saturday, October 5, 2019, from 11am to 8pm. If a participant wishes to tear down earlier than expected, please notify a member of festival staff before doing so in order for possible arrangements to be made. **No vehicles will be allowed on show sites during show hours.**
2. Locktoberfest participants will be allowed to drive their vehicles up to their booths during scheduled set-up time and scheduled tear-down time ONLY. At all other times, vehicles must remain in the designated parking areas. This is to ensure the safety of customers and spectators, as there will be excessive foot traffic.
3. Locktoberfest set-up time will be Friday, October 4, beginning at 4 p.m. (**no earlier**). There will also be set up times on Saturday, October 5, beginning at 8 a.m. Directions for set-up will be sent with confirmations via e-mail. Site assignments will be given upon arrival at your set-up time.
4. Booth size is 10' x 10'. Tents and canopies are allowed, but stakes may NOT be driven into the asphalt. However, weighted anchors are highly recommended. Some examples of weighted anchors are cinder blocks, 5-gallon buckets filled with water or cement or milk jugs filled with water or cement. Sites are located throughout the Downtown streets.
5. The use of a generator at the Locktoberfest is allowed, as long as you have a sound barrier and an exhaust filter. Generators will be inspected at the time of arrival and set-up. There will be limited access to electricity. Participants must provide their own tables and chairs.
6. Phoenix Rising and the Village of Phoenix expect participants to carry liability insurance for their own protection.
7. Participants will receive confirmation of set-up time and directions within **one week of the show**. You must provide an e-mail address on your application.
8. Local law enforcement and festival staff will be available throughout the day and evening on Friday and Saturday. However, displays left out overnight are done so at the participant's risk.
9. Trash receptacles will be located throughout the show site for the convenience of the participants and may NOT be brought into individual booths.
10. The sale of real weapons, drug paraphernalia, or alcohol abuse related items is prohibited.

* **Please note:** Failure to comply with these rules and regulations may result in the termination of Craft Show participation.

Please address any questions you have to Laura Gonzalez via e-mail at phoenixrising13135@gmail.com or by phone at (315) 695-4084.

2019 LOCKTOBERFEST FOOD VENDOR APPLICATION FORM



Application Information

Contact Person: _____

Business Name: _____

Mailing Address: _____
Street Address
City
State
Zip

Phone: Day _____ Evening _____ Fax _____

Email: _____

Set-up

Circle one category and enter the dimensions required: Tent Trailer

Dimensions - feet of frontage (serving side) x feet wide (depth) _____

Please return the following items 15 days prior to the event date you would like to participate in.

- ❖ Full amount of non-refundable fee of **\$60.00** (Checks made payable to: **Village of Phoenix**)
- ❖ \$5.00 Additional for power
- ❖ Proof of payment for Temporary Food Booth Permit from the Oswego County Health Department
- ❖ Certificate of insurance listing the Village of Phoenix as additionally insured.

Mail or Deliver to:

Village of Phoenix
Attn: Locktoberfest
455 Main Street
Phoenix, New York 13135

All set-up will take place on the day before the event starting at 4:00pm and the morning of the event starting at 8:00am This event is a rain or shine event and all vendors **MUST** remain open for the entire length of the event, unless granted permission. Tear down from the event will take place on the day of the event at 8pm.

Signature: _____ Date: _____

By signing this document, I agree to all of the terms and information outlined in this packet of information.

Type of Concession and Product Information

Menu or Product Item	Price (inc. tax)	Serving Size

Power

Please note power is limited. Please provide approved generator or power can be obtained if available.

Health Permit

All food and beverage vendors are be required to obtain an Oswego County temporary food permit. Please contact the **Oswego County Health Department** to obtain the appropriate permit and fee information. The application must be received by the Oswego County Health Department 15 days prior to the event. A late fee will apply if submitted less than 48 hours prior to the event. For more information, please call the Oswego County Health Department at (315) 349-3557. The Department of Health will prohibit from participation any food vendor that cannot meet their requirements. If this occurs, all payments made to Village of Phoenix by the vendor will be forfeited.

Insurance Coverage

The Village of Phoenix requires general liability coverage from vendors. ***We also require that the Village of Phoenix be listed as Additionally Insured on the certificate of coverage.***

Waste Removal

Vendors must dispose of all trash. There will not be a grey water holding area provided during the event. Vendors are responsible for removing all grey water accumulated at the event and are prohibited from dumping grey water into the sewer system at all times. Vendors are not permitted to leave anything behind upon the event conclusion. This includes propane containers, bread racks, soda containers, pallets and trash. Ashes and charcoal must be removed from the event grounds by the vendor. You will be fined by the Department of Public Works and prohibited from further participation if you are found dumping waste on event grounds. Village of Phoenix reserves the right to pass along to the vendor any waste related expenses we may incur during this event.