



**ALLENTOWN  
ASSOCIATION**  
*40+ Years of Community Service*

## **Allen West Festival 2011 Food Vendor Application**

June 11th and 12th, 2011  
11:00 am - 6:00 pm  
Allen Street (Elmwood to Wadsworth)  
Wadsworth Street (Allen to Hudson)  
Buffalo, New York

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The Allen West Festival is produced and presented by the Allentown Association. We are a community association focused on the historic preservation, business development and beautification of our unique Allentown neighborhood.

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The mission of the Allen West Festival is to showcase local artisans and craftspeople in an affordable and high profile venue, highlight Allentown businesses, and promote the Allentown neighborhood.

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### **GENERAL FESTIVAL INFORMATION**

Food vendors will be allotted a booth space that is 12' x 15' for both days of the festival. Food vendors are allowed up to 2 booth spaces, at the Associations discretion.

The fee is \$400.00 for a 12' x 15' booth (and includes the City of Buffalo permit fee).

All vendors must have the permission of the Allentown Association to sell approved food items in the festival area for these days. The City of Buffalo will NOT grant a permit to any person seeking exhibit space without the Association's consent.

The Allen West Committee will review all applications and select vendors to ensure a wide variety of food offerings.

The Festival will be located on Allen Street from Elmwood to Wadsworth, and Wadsworth from Allen to Hudson.

The sale of items not approved may be cause for removal from festival area without a refund.

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## **GUIDELINES**

The Festival runs from 11 AM to 6 PM on June 11<sup>th</sup> and 12<sup>th</sup>. Exhibitors are agree to be present on both days for the full hours of the festival.

Booths must be closed for business at 6:00 PM and be removed from the street by 8:00 PM on both nights as the street must be re-opened for traffic. Set up can begin both days starting at 6:00 AM.

**Vehicles MUST BE REMOVED from the street NO LATER THAN 9:00 AM.**

The street will be closed to traffic from 6 AM to 8 PM on June 11<sup>th</sup> and 12<sup>th</sup>.

Parking is severely limited. Three City owned lots are in the Allen West area that are available for public and vendor parking. Please note the parking lot on Wadsworth is NO LONGER a public lot.

Each food vendor is responsible maintaining a clean site. It is each vendor's responsibility to ensure the surrounding area is clean at the end of each day. Vendors must remove their own waste, debris and garbage.

Please be reminded that regulations require you to:

- secure an Erie County Department of Health Permit to Operate a Temporary Food Service Establishment,
- display your City of Buffalo permit (after receipt from Allentown Association on the day of the event),
- display a Flame Resistant Certification for your tent,
- secure a propane permit from the City of Buffalo Bureau of Fire Prevention, and
- have a 10-B:C fire extinguisher.

You are required to supply your own electricity, propane and water; generators are allowed, at the Associations discretion.

All exhibitors who sell at shows in New York State are required to collect New York State sales tax. A "Certificate of Authority" may be obtained by calling the NYS Department of Taxation and Finance at 1-800-225-5829.

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## **IMPORTANT DATES**

All applications and fees must be sent to the Allentown Association postmarked **NO LATER THAN April 1, 2011** in order to be considered for this year's festival.

Notification and terms of acceptance will be sent on **April 30, 2011**. If you are not chosen for this year's festival your fees will be returned

Fees will not be returned after **May 15, 2011** if you withdraw from the festival.

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## **QUESTIONS?**

If you have any questions or need additional information, please contact Gretchan Grobe, Allen West

Coordinator, by leaving a message at the Allentown Association at 881-1024 or [allentown@bfn.org](mailto:allentown@bfn.org).



# ALLENTOWN ASSOCIATION

*40+ Years of Community Service*

## APPLICATION

Please complete the attached application and send to the Allentown Association at 14 Allen Street, Buffalo, NY 14202. The application must be postmarked **NO LATER THAN April 1, 2011 and include the \$400 fee.** Fees will be returned if not selected.

Include:

- Application
- Check or money order for \$400

*Allentown Association Use:*

Date R'cvd: \_\_\_\_\_

Check # \_\_\_\_\_

Booth # \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Phone: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Tax ID # \_\_\_\_\_ Number of Spaces (12'x15' each) (2 MAX): \_\_\_\_\_

Description of Food Items and Prices:

- |          |          |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |