



# *Puerto Rican Day Parade of WNY Association, Inc.*



## CONCERT AND FAIR 2011

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Dear Concessionaire:

Thank you for your interest in being a vendor at our Annual Puerto Rican Day Parade Concert and Fair to be held September 10 & 11th, 2011 at Buffalo's beautiful LaSalle Park. Enclosed you will find the Rules and Regulations along with an application form.

All applications are subject to approval by the Concert Committee. The Puerto Rican Day Parade Association reserves the right to reject applications from concessionaires who have not followed Concert Rules and Regulations in prior years.

**Fees: \$300 Non-profits and non-food vendors** (Bring your own tables and chairs)  
**\$450 Food vendors** (Bring your own tables and chairs)

**Our non-refundable fee (which is to be included with your application) is separate from fees required by the Erie County Health Department and the City of Buffalo.**

After the Puerto Rican Day Parade Concert Committee has approved your application, you must apply for temporary stand and exhibitor permits from the City and County. Please contact the City of Buffalo Department of Permit & Inspection Services for appropriate permits. Those selling non-food items are required to purchase an exhibitor's license, currently \$26.25. Those individuals selling food are required to purchase a temporary stand license (Room 313) and a Fire Prevention or Tent Fee (room 321), the fees currently being \$31.50 of 25.00, respectively. The license inspectors will deliver all city licenses the day the special event begins. For food concessionaires, we have also included the Erie County Health Department application for a permit to operate a temporary food service establishment. Both of these applications **must be filed by YOU**, the vendor, and will be checked by the Puerto Rican Day Parade Concert Committee personnel on the day of the event. Failure to obtain and have available for inspection the City and County permits is cause for denial of your participation in the Concert and Fair. Your application fee is will not be refunded due to your failure to get the appropriate permits.

We encourage all vendors to bring portable generators. Electricity may be available on site, but in previous years there have been outages, and thus unreliable.

This application serves as a contract between you (the vendor) and the Puerto Rican Day Parade of WNY Association, Inc. If you have any questions please contact Charles Torres at (716) 583-3291. Thank you for your cooperation.

Sincerely,

*Charles F. Torres*

Charles F, Torres  
President



**VENDOR RULES & REGULATIONS  
ZERO TOLERANCE**

1. Applications must be mailed to the following address:  
Puerto Rican Day Parade of WNY Association, Inc.,  
P.O. Box 166  
Buffalo, N.Y. 14201.
2. **All license applications must be submitted no later than August 19th, 2011.** Failure to do so may result in a fine of \$52.50 by the City Office of Licenses in addition to the license fee.
3. Applications are subject to approval by the Puerto Rican Day Parade of Western New York Association, Inc (The Association) Concert Committee. The Association reserves the right reject applications from concessionaires who have not followed Concert Rules and regulations in prior years.
4. Licensee unconditionally agrees to abide by any additional reasonable request made by the Association.
5. The Concert shall end at 9:00 PM on September 10 & 11, 2011. Vendors **must** begin closing their booths at that time. All vendors must have their area clean and must be out of the park by the park closing time of 10 PM.
6. The Association is not liable for any refund of City and County license fees should circumstances beyond Association control arise (i.e. weather, law enforcement recommendations, etc.), resulting in closing the concert early.
7. Food Concessionaires are required to meet Erie County Health Regulations.
8. All food concessionaires must complete their set up no later than 11 AM and must meet Erie County Health Inspections.
9. Should the Food Stand not meet Erie County Health Dept. Regulations, Erie County will not grant a Certificate to operate. NO REFUND will be given from the Association for failure to obtain a Health Department Permit.
10. All vendors are responsible for keeping their area neat and clean. Garbage cans (totes) will be provided to the vendors to assist, but extra garbage bags should be brought in case your allotted totes are filled. All garbage is to be brought to a designated area after takedown to assist in keeping the park clean.

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11. Puerto Rican Day Parade personnel and/or Buffalo Police personnel have the right to close down any vendor as directed by the Concert Committee or the Erie County Health Department. They reserve the right to escort vendors from the concerts that are not in compliance with Concert Rules and Regulations.
12. The Association will not allow anything to be sold with vulgar, offensive language or gestures. This includes tee shirts, pictures, mugs, posters, audio tapes, video tapes, etc.
13. Payment of the concession fees only entitles one to dispense materials of the individual category designated. Food items require specific permits from the County Health Department.
14. Vendor agrees not to reassign, sublet or share any part of its assigned space with any individual, organization, or group. Any vendor who sublets or sells space will be removed from concert grounds and all fees will be forfeited.
15. All vendors will be assigned a specific location. Walkways must remain open. The Puerto Rican Day Parade of WNY Association, Inc reserves the right to assign Licensee Stands in it's sole and absolute discretion and nothing to the contrary shall deem any stand location to be the property right of any Licensee. The application fee entitles the licensee to operate in an area or tent no larger than 15 'x 15'. Larger tents will require the approval of the Association and additional pro-rated fees.
16. Glass beverages are prohibited in City and County parks. All beverages are to be served by vendor in plastic cups or cans.
17. **This is an alcohol free event and alcohol is not to be sold on grounds.** If a vendor is found to be selling (or giving away) any alcoholic beverage, they will be removed by security and/or the Buffalo Police Department. **Zero tolerance policy will be enforced.**
18. No person shall ride or drive at anytime any automobile, truck, motorcycle, motor scooter or other motor vehicles upon the grounds of any municipal park, except during the set-up/take down process. Vehicle to be removed from the grass and parked on the pavement immediately thereafter.
19. Signing the application constitutes an agreement that concessionaire understands the Vendor Rules and Regulations, and shall take no legal action against the Puerto Rican Day Parade of WNY Association, Inc., its committees, directors, or agents for loss. The concessionaire/vendor agrees they will be responsible for any Association attorney fees resulting from any litigation.



*Puerto Rican Day Parade of WNY Association, Inc.*



**CONCESSIONS APPLICATION & CONTRACT 2011**

**APPLICATION DEADLINE: August 19, 2011**

Date of Application \_\_\_\_\_

Your Name \_\_\_\_\_

DBA/or name of stand if different from above \_\_\_\_\_

Address of the above \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Check Type of Concession: \_\_\_\_\_ INFORMATION \_\_\_\_\_ EXHIBITORS \_\_\_\_\_ FOOD

Type of Concession: Non-Profit or Exhibitor \$300 \_\_\_\_\_ Food Vendors \$450 \_\_\_\_\_

I have read the Rules and Regulations and understand the conditions of entry and agree to honor them. I recognize that completing and signing this application constitutes a contract between The Puerto Rican Day Parade of WNY Association and Inc, me. I have retained a photocopy of this application and the Rules and Regulations. I understand that there is no rain date and all deposits are non-refundable.

Printed name and Signature of concessionaire (REQUIRED)

**PLEASE RETURN THIS PAGE ONLY WITH PAYMENT**  
Businesses - Applications will not be processed without payment in full

**MAKE CHECK PAYABLE TO:**  
**Puerto Rican Day Parade of WNY Association, Inc.**

Mail completed application and payment to:  
Puerto Rican Day Parade of WNY Association, Inc  
P.O. Box 166, Buffalo, N.Y. 14201

For additional information please contact Charles Torres at (716) 583-3291  
Non-Profit Organizations can contact Carmen Doeseckle at (716) 440-1591

Concert Committee Use Only

Postmark Date \_\_\_\_\_ Check. # \_\_\_\_\_ Amount Paid \_\_\_\_\_ Amount Due \_\_\_\_\_