



Food Truck/ Vendor Application

Location: Via Port Rotterdam (93 W. Campbell Road, Schenectady, NY 12306)

Date/Time: Saturday, October 19, 2024, 12 noon – 4:00 pm

About: The 7th Annual “Electric City- Trucks, Taps, Corks & Forks” to benefit Schenectady ARC. This Saturday event will feature food from various food truck vendors as well as craft beer, wine and other vendors. There will be live entertainment by Big Sky Country and a Kid’s Zone.

Vendor Fees: A completed application and vendor fee must be received no later than September 25, 2024. Vendor Fee is \$100.

Food Truck/ Vendor Application Acceptance Policy: The “Electric City- Trucks, Taps, Corks & Forks” event will take place rain or shine, please be prepared for all kinds of weather. All accepted vendors will receive a confirmation email within two weeks of receiving a completed application and payment.

Set-up, Hours, Teardown: Food Trucks/Vendors may begin to arrive as early as 9:30 am on Saturday, October 19. All set up must be completed no later than 11:00 am. All Food Trucks/ Vendors are required to remain open until 4:00 pm on the event day. There will be NO teardown prior to 4:00 pm.

On Site Resources: All Food Trucks and Vendor must be able to operate independently of any provided resources including water, electrical, refrigeration, and any materials. Tables/Tents will not be provided. Vendors are responsible for all set up and clean-up of their vendor space and their immediate area surrounding such space.

Permits: It is the vendor’s responsibility to acquire all needed city and state permits of on-site activation. For more information, email Beverly Salvo at beverlys@sarcny.org or prschenectadyarc2@gmail.com

Menu: Please limit the total number of menu items to no more than six (6) so lines for attendees are manageable.



WE WANT TO PROMOTE YOU

Website: _____

Instagram Page: _____

Link to Facebook Page: _____

PROMOTE YOUR INVOLVEMENT - Please SHARE your participation with your loyal followers and fans!

Please forward, via email, your logo in high resolution, jpeg format to prschenectadyarc2@gmail.com



Food Truck/ Vendor Application

YES, we will participate in the 2023 “Electric City- Trucks, Taps, Corks, & Forks” event on Saturday, October 19, 2024.

Food Truck/ Vendor Name:

Contact Person:

Phone: (____) _____

Email: _____

Address: _____

Website: _____

Type of Set-up: Truck Trailer Cart Tent Other: _____

Food Trucks Only:

Type of Food: _____

Insurance: Every participating food truck/vendor must provide a certificate of insurance that shows General liability coverage including product’s coverage for limits of \$ 1,000,000 per occurrence with a \$2,000,000 aggregate. Auto liability limits of \$ 1,000,000 CSL and Workers Compensation coverage as required by the state of New York. The certificate of insurance will also name Schenectady ARC/Liberty ARC as an additional insured.

Temporary Food Service License: Food Trucks, Vendors, and Alcohol Distributors must provide the City of Schenectady Health Department with all required paperwork per City of Schenectady guidelines.

Questions? Contact Beverly Salvo at (518) 688-8278 or email beverlys@sarcny.org or prschenectadyarc2@gmail.com



Food Truck/ Vendor Application

I am applying as a Food Truck or Vendor for the “Electric City- Trucks, Taps, Corks, & Forks” event to benefit Schenectady ARC on Saturday, October 19, 2024.

I have read and understand the event information, agree to comply with the requirements and have enclosed payment for the vendor fee as set by the fee schedule. I agree to accept all responsibility for any personal injury, property damage, loss or other harm suffered by myself or otherwise due to my participation in the event. Further, I shall indemnify and hold harmless Schenectady ARC/Liberty ARC against all suits, claims, demands, and losses including costs, expenses and attorney’s fees incurred as a result of any action or omission, neglect or misconduct of the Food Truck/ Vendor.

Contact: _____ Date: _____

Name of Food Truck/Vendor: _____

I will be paying the vendor fee by:

- Check mailed, payable to **Schenectady ARC** (214 State Street, Schenectady, NY 12305)
- Pay via our website www.arcschenectady.org/donate – Under “Donation Designation” select “Food Truck Event - VENDOR FEE”
- Credit Card

Name on Card: _____ Expiration Date: _____ Zip: _____

Address attached to Card: _____ Phone: _____

Credit Card #: _____ CVV: _____