

PERMIT & INSURANCE REQUIREMENTS

- Vendors are required to provide a W9 form
- Vendors are required to provide proof of workman's compensation.
- Vendors are required to obtain a City of Buffalo Special Event "Temporary Stand" Permit or the Buffalo Permit for Food Trucks
- Erie County Health Permit and the following insurance:
Insurance Requirements for Food Trucks are as follows:
\$1 million General Liability
\$100,000 Workers' Compensation
\$1 million Auto Liability

Additional Insured Requirements: Be Our Guest, Ltd, City of Buffalo, ECHDC, etc. should be named as an additional insured with regards to General Liability and Auto Liability. A waiver of subrogation applies to auto and workers' compensation in favor of the named insured's.

Insurance Requirements for Food Vendors - Carts, Tents, Goods
\$1 million General Liability
\$100,000 Workers' Compensation
\$1 million Auto Liability (if they will be driving auto/trailers on premises)

Additional Insured Requirements: Be Our Guest, Ltd, City of Buffalo, ECHDC, etc. should be named as an additional insured with regards to General Liability and Auto Liability. A waiver of subrogation applies to auto and workers' compensation in favor of the named insured's.

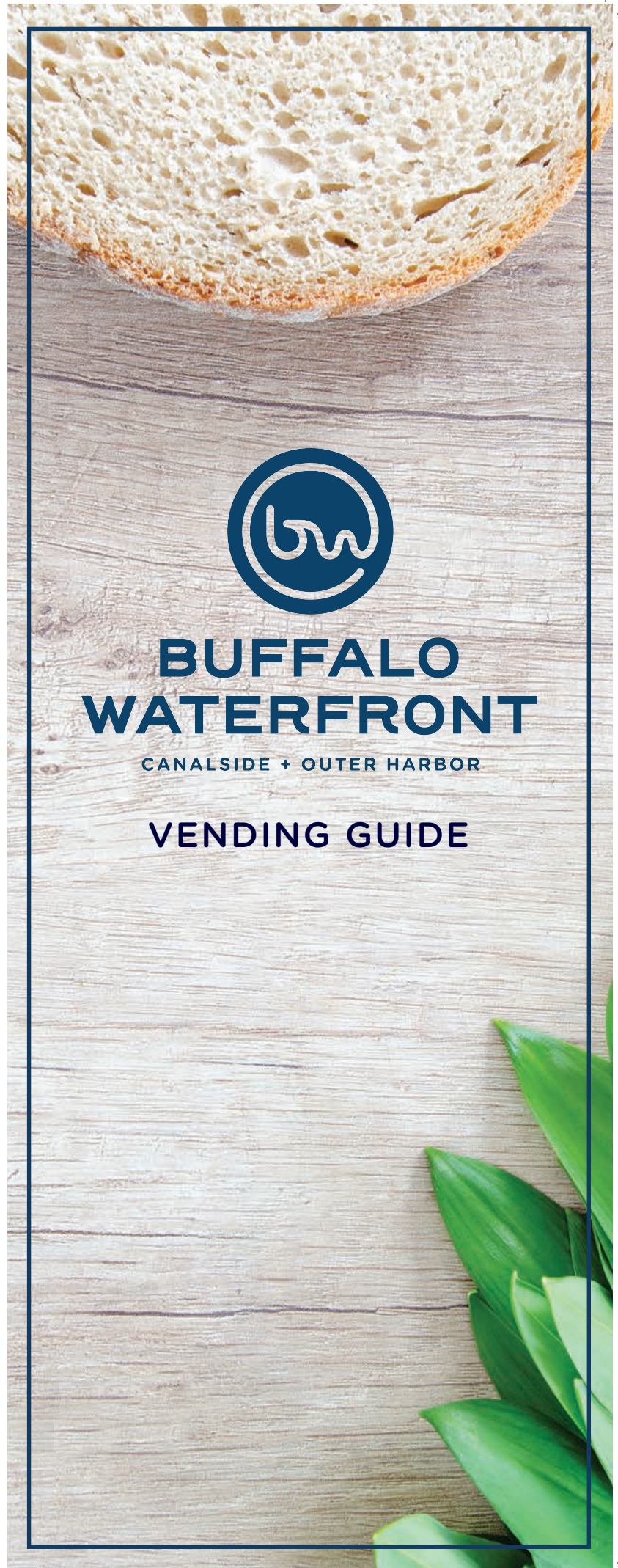
Be Our Guest, Ltd. 1 James D Griffin Plz, Buffalo, NY 14203
ECHDC 95 Perry St. 5th Floor, Buffalo, NY 14203
City of Buffalo 65 Niagara Square, Buffalo, NY 14202

FOR MORE INFORMATION PLEASE CONTACT:

SHANICE WILSON, F&B GENERAL MANAGER
SWILSON@BUFFALOWATERFRONT.COM

**Thank you for vending with
the Buffalo Waterfront!**

 **BUFFALO WATERFRONT**
CANALSIDE + OUTER HARBOR
BUFFALOWATERFRONT.COM



GENERAL INFORMATION & CONDUCT

- All employees of Vendor must be in a company uniform that includes hat or hair net.
- All employees of Vendors must wear the on-site credential provided by Buffalo Waterfront.
- All Vendors must have an on-site supervisor or owner on property at all times. They must have identification showing to the public that they are the on-site supervisor such as a badge or name tag.
- All Vendors must produce proof of workmen's compensation.
- All employees must be over the age of 18.
- All menu items must be submitted in writing for approval a minimum of 7 business days prior to the event.
- Approved menu items will focus on scratch made specialty items that show your pride for your craft.
- All pop up tents must be clean with no rips or tears.
- Your vending space must be appealing to the customer. We require branded menus, banners, and clear indication of your company's name, products, and prices.
- You may not have food & beverage products directly on the ground, they must be a minimum of 6 inches off the ground per health codes.
- The decibels levels for any generator(s) used shall not exceed "80dBA". The operator shall provide the manufacturer's specs on decibels range generated by his particular generator.
- All generators must be enclosed for the safety of guests.
- Food trucks must have the following fire extinguisher on board during hours of operation: minimum Class 2A, 10B, and C rated extinguisher. If food preparation involves deep frying, a Class K fire extinguisher must also be on the truck. Fire extinguishers shall be maintained pursuant to National Fire Protection Association (NFPA) standard 10.
- All equipment must be commercial not for home use.
- NO charcoal on site.
- NO grease on the concrete, cobblestone streets, or in the grass.
- ALL grease fryers must be contained on a truck. Absolutely no grease disposal will take place on site.
- Vendor must have generators, we **do not** supply electricity or access to electrical outlets.
- Buffalo Waterfront does not supply water or ice. Buffalo Waterfront does not sell water or ice.
- Each Vendor must supply a carpeted or rubber mat to place under the generator in case of leaks.
- Each Vendor is required to have their own hand washing station.
- Tent Vendors are required to provide sand bags or the equivalent to weight the tent, you cannot stake on the property.
- Vendors are responsible for maintaining standards of food safety and sanitation.

Any unsafe food handling will result in potential suspension of vending depending on the severity of the violation.



COCA COLA POLICY

- Vendor will **ONLY** sell Coke Products at \$3.00 per unit.
- Coke products must be purchased from Canalside
- Products available: Coke, Diet Coke, Sprite \$30/24 case. DASANI \$20/24 case.
- All orders need to be submitted to swilson@buffalowaterfront.com seven (7) business days prior to the event.

LOAD IN/LOAD OUT

- Vendors must check in with the Event Manger upon arrival.
- Be ready to vend 30 minutes prior to the event start time.
- No trucks or flat beds can remain on site during the event, they must be appropriately parked off site.
- No grease can be disposed of on site damage fees will be sent if this rule is violated.
- Vendors are responsible for collecting and disposing of their own trash. "Carry in, Carry out". We do not supply garbage totes or a dumpster.
- All payments made to Vendors will be made within ten (10) business days via check
- Vendors must wait for approval from security or Buffalo Waterfront management to begin moving their trucks or tents off the property.