

# 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.

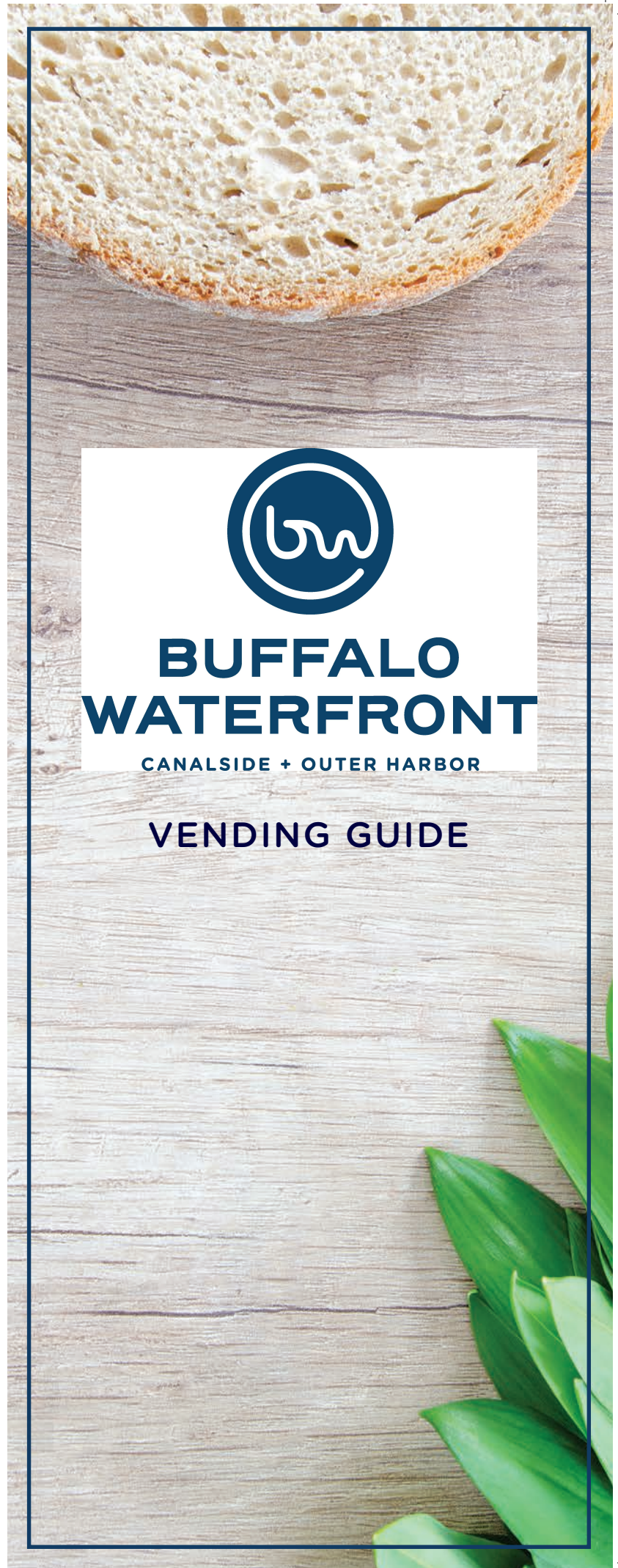
Be Our Guest, Ltd.      1 James D Griffin Plz, Buffalo, NY 14203  
ECHDC                    95 Perry St. 5th Floor, Buffalo, NY 14203  
City of Buffalo            65 Niagara Square, Buffalo, NY 14202

**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](mailto: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.