

Chocolate & Wine Festival

Saturday, 9.12.15

Dear Business Owner,

The Gateway Committee of the Tonawanda's in conjunction with the Tonawanda and North Tonawanda Recreation Departments is sponsoring its Sixth Annual Chocolate & Wine Festival on Saturday, September 12th, 2015 held from 12:00 – 6:00pm.

The festival's location is at Gateway Harbor (on Sweeney Street, adjacent to Webster Street) and will feature local bakeries selling chocolate confections, chocolate shops, as well as wineries offering samples and selling their wine.

We would like to offer you the opportunity to showcase your business at this event and become a vendor participant. **Vendors make 100% revenue of their sales!** Chocolate & Wine Festival flyers will be displayed at the week long Canal Fest celebration and will include your business. The flyers are displayed at various businesses of the Tonawanda's and publicized on our Facebook pages. This festival has made its mark in the community and has now become a tradition for many families to attend. In order to publicly your business please send us your registration form and payment by Friday, July 17th.

If you have any questions please feel free to contact Kelly Utzig at 695-8658 or via e-mail at kohlerpool@ci.tonawanda.ny.us for more information.

Sincerely,

Kelly Utzig
Senior Recreation Leader of Tonawanda Recreation

2015 Chocolate & Wine Festival

INFORMATION SHEET

- The vendor makes 100% revenue on their sales
- Cost for a 10 x 10 foot space is \$50.00 if registration received by Friday, July 17th (additional \$50 fee for a health permit if needed); registration received after July 17th will be \$60.
- If temporary health permit is needed (in any case in which you are handling unwrapped edible food) and not present on the day of the event, you will not be able to participate and no refunds will be given
- You may serve any item that includes chocolate
- Prices are set by you as the vendor
- Note on your registration form a general description of what you will be serving (for us to enhance marketing)
- All vendors will be included on the event map and menu, provided registration fees and menu information are received by the deadline of July 17th.
- Please indicate on registration form if you will be needing power (no additional charge), we will try to accommodate for power, and will call you if there is a problem
- Vendors are expected to provide their own tents, tables, and chairs
- Set up begins at 10:00am
- Removal of vehicles by 11:30am
- Serving to begin at 12:00pm

CHECKLIST FOR VENDOR

REQUIRED

- Niagara County Health Permit if you are handling food (please forward permit to the Niagara County health department), otherwise we will need a copy of your Agriculture & Market Permit
- Certificate of Liability
- Fire extinguisher
- Sales Tax ID
- Thermometers
- Food safe hoses (if you need to use a hose)
- Sanitation supplies (bleach, water, soap, paper towels)

RECOMMENDED AND MUST BE SUPPLIED BY THE VENDOR

- Tents, tables, chairs
- Money box, change for customers
- Power cords
- Signage and/or other advertisements
- Plates, napkins, forks, spoons, knives
- Pens/pencils
- Giveaways (coupons for example)

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REGISTRATION FORM

Business Name _____

Address _____

Contact Person _____ Phone _____

Alternate Contact Person _____ Phone _____

E-mail _____

Space needed (check applicable)

10 x 10 foot (\$50.00 by Friday, July 17th, \$60.00 after July 17th)

Power needed (no extra charge)

How would you like your event poster sent to you (check one)

E-mail (same e-mail as provided above)

Hand delivered to business

To better our advertisement of this year's event, please provide a general description of what you will be providing as free samples, and/or selling at the Chocolate Festival (circle applicable)

_____	Sample	Selling
_____	Sample	Selling
_____	Sample	Selling
_____	Sample	Selling

Will you be needing to provide a Niagara County Health Permit (applicable only if you are providing edible unwrapped food)?

Yes* No

***If yes, please send your additional \$50 check to the Niagara County Department of Health, 5467 Upper Mountain Road, Lockport, NY 14094**

If there is any more information you feel you need to provide us, please write in the space provided below:

Return Registration and Fee by Friday, July 17th, 2015 to:**

**North Tonawanda Recreation Department
Attention Patricia Brosius, Recreation Director
500 Wheatfield Street
North Tonawanda, NY 14120**

****Please make checks out to Gateway Harbor of the Tonawandas**

Niagara County Health Permit, Certificate of Liability and Sales Tax ID will be required the day of the event. Please make a copy of this registration form for your records.