

**Ossining Food Truck Fridays &
Summer Waterfront Concert Series
Vendor Guidelines & Regulations - 2020**

FOOD PERMITS

- Food vendors may obtain a temporary food permit by contacting the Westchester County Department of Health - Bureau of Public Health Protection Mount Kisco Central Office, 25 Moore Avenue, Mount Kisco, NY 10549
Phone: 914-864-7330 <http://health.westchestergov.com/>
- Food Trucks are required to have a current Westchester County Food License.

INSURANCE

- A current Certificate of Insurance in the amount of \$1,000,000 is required for all vendors. The Description of Operations/Locations/Vehicles section on the COI must include the following:
***RE: Ossining Food Truck Fridays and Concert Series-2020.
The Town of Ossining, Village of Ossining, and the Greater Ossining Chamber of Commerce are named as additional insureds as per form number _____ ; copy attached.***
- In addition to the certificate of insurance named above, complete, sign and date the attached/enclosed Ossining Vendor Insurance Agreement and return with your application.

CHECKLIST

- ➔ Vendor Application-Completed, signed, & forwarded to Chamber of Commerce
- ➔ Valid Westchester County Food Permit
- ➔ Certificate of Insurance - with required verbiage outlined in “insurance” above
- ➔ Ossining Vendor Insurance Agreement - completed by vendor as outlined in “insurance” above
- ➔ Payment-Greater Ossining Chamber of Commerce

Note: Dates are not reserved until required documents and payments are received.

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ARRIVAL, SETUP & TAKEDOWN

- Setup begins at 4:30 pm-Louis Engel Park, 25 Westerly Road, Ossining, NY 10562
- Vendors are required to stay until the conclusion of the event.
- Concert committee *does not supply* tables, chairs, tents, generators, or water.
- Let us know on the vendor application if electricity is needed. Bring a 100 foot extension cord.
- Safety is important and your tent/canopy is required to be securely anchored. This will prevent your tent from becoming airborne in the event of high winds.
- Signage with a menu and pricing is required.

OSSINING'S GREEN AGENDA

- Ossining is committed to a green agenda and preserving the environment.
- Vendors are **required** to use appropriate compostable serving containers.
- All trash and cooking oils must be taken away upon vendor departure.
DO NOT DUMP OILS ON THE GROUND or IN THE GRASS.

INCLEMENT WEATHER

- At the discretion of the Waterfront Concert Committee an event may be moved to a rain date in the event of inclement weather.
Vendors will be contacted as early as possible to avoid unnecessary travel.
- Arrangements should be made by each Vendor to staff your booth or truck on the rescheduled date.

MEDIA

- Ossining Food Truck Fridays & Concert Series will be visible in/on NY City, local, county, and state-wide publications and platforms.
- Follow the Ossining Waterfront Concert Series on Social Media
@ossiningconcerts #ossiningconcerts #ossining #ossiningchamber @townofossining #summerconcertseries
- Help us get the word out. Let us know your hashtags/handle when you complete the application and we'll tag you...

By June 26th, the Concert Committee will forward directions to the Concert Series, entrance pass, concert map, and other important information.

PLEASE CONTACT US with any questions at the Greater Ossining Chamber of Commerce 914.941.0009 | ossiningchamber@gmail.com