



29th Anniversary

TAKING IT TO THE STREETS

International, Crusade, Rally & Festival

*August 19-20, 2017 * Martin Luther King Park * 10:00am – 11:00 pm*

Vendor Preparation Package

This year we celebrate **29 years** of "Taking it to the Streets" initiative. Along the way we have touched so many lives with this faith-based initiative spiritually, personally, emotionally, and physically. We bring people together with the collaborative support of you our partners. We couldn't do it without you!

Introduction

We're preparing to kick-off this year's event by letting you know that in addition to all we normally do, in support of our **29 years** of being on the streets of Buffalo, we're making plans for a major splash. Watch your email for details. For now, we're sending you the information you'll need to support us this year. This community event draws 3,000-5,000 people over two days. Just ask some of our vendors that have participated and supported us over the years.

Preparing our Vendors

Your participation is vital to our success. We want provide you with information ahead of time so that you may respond in a timely manner and let us know your commitment for this **two-day** event. To have "Prime Space Location" at this event **you must** commit to both days **Aug. 29 & 20th**. Space is assigned based on when payment is received (priority space assigned at the time full payment is received for items 4 & 5 below – the 8'x10 Space rental without canopy).

Deadlines are extremely important this year, and we must adhere to those deadlines to pull off all that we do. Your cooperation is appreciated. This year we are working with a committee to plan the event so you may see some changes. They're all good!

This year all vendors are required to sign a "Waiver Release Form" see attached. We have been advised by our legal advisors that a Waiver Release is required to protect us from liability at the event. This is standard practice with outdoor activities. The Waiver Release is due at the time of purchasing your City Permit. All fees may be paid before **July 1, 2017** depending on your schedule.

Overnight Security Protection Provided

It is our responsibility ("Taking It to the Streets" event organizer) to obtain **all permits** for all vendors. We require that all the above information is sent to us in the timeframe mentioned. Please do not attempt to supersede this process as we have a commitment with the Erie County Parks Department to organize this event at Martin Luther King Park.

We take our responsibility and commitment very serious and we've been hosting this event for the past **29 years**. We have developed a relationship with our Erie County partners and we'd like to continue nurturing this relationship.

Vendor Preparation Package

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VENDOR INFORMATION

Required Permits & Fees:

We have outlined all fees, cost, due dates, make check payable to and what to include with payment below. Absolutely all fees must be paid by the deadlines established. We have spread the fees over a six-week time frame to accommodate your needs; and to help us organize this event properly. Your cooperation in following these deadlines is appreciated, and extremely important to our success.

FOOD VENDOR REQUIREMENT FEES – All Fees are non-refundable				
Required FOOD VENDOR Fees	Cost	Due Date	Check Payable to:	We will send appropriate applications after you purchase the City Permit & return the Waiver.
1. City Permit	\$ 31.50	ASAP or by July 1st	City of Buffalo	
2. Erie County Health Permit <i>(you will need a Fire Extinguisher on-site to pass Inspection)</i>	\$109.00	By Aug. 13 th to avoid \$40 mandate late fee by ECHD	Erie County Health Dept. (ECHD)	
3. Propane Permit <i>per tank</i>	\$ 25.00	ASAP or by July 1st	City of Buffalo	
4. 8'x10' Booth/Space Rental Only (provide your own canopy) ##	\$125.00	ASAP or by July 1st	Taking it to the Streets**	
NON-FOOD VENDOR REQUIREMENT FEES – All Fees are non-refundable				
5. Non-Food Vendors Fee	\$26.50	ASAP or by July 1st	City of Buffalo	
6. 8'x10' Booth/Space Rental Only (provide your own canopy) ##	\$125.00	ASAP or by July 1st	Taking it to the Streets** P. O. Box 284 Buffalo, NY 14212	

Important Information

**** Change in practice.** We are no longer accepting "personal checks." The high cost of return checks for insufficient funds has caused this shift. We are accepting "Money Orders" that can be purchased at the Post Office for under \$1 made payable to "Taking it to the Streets".

ALL Vendors renting a Booth Space you must provide your own staff/manpower, tables, chairs, electricity, drinking water, **fire extinguisher (required for Food Vendors), canopy (required for all vendors)** renting 8'x10' space and liability insurance (optional). We will provide water for clean-up purposes only. We are keeping the cost low at \$125 rental, as we have in the past to help you participate in this event.

All "Food Vendor" must setup on time at 10:00 am on **Aug. 19th** and be prepared for the Erie County Department of Health Inspection. We will provide you with information to help you prepare for the inspection and to ensure a smooth inspection process. **Mandatory by Erie County Health Department.**

For this event we provide overnight security protection. Our security is provided by U.S. Security associates and under their watch, we have not experienced any difficulties in **these 29 years**. If you have questions, please feel free to contact me at 716-891-4760 or email: gmodstreets@yahoo.com. I am at your service.

Your Servant in Christ,

Anita O. Williams
Founder & Organizer

Attachments:

- Waiver Release Form due ASAP or by July 1st
- City Permit due ASAP or by July 1st



Taking it to the Streets Initiative

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

Required for all Vendors

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Name of the or Event: Taking It To The Streets

Effective Date: August 19-20, 2016

State of Activity or Event: Buffalo, NY

Location: Martin Luther King Park

Check One: Food Vendor

Non-Food Vendor

Other

Your Agency/Organization or Group Name: _____

I HEREBY ASSUME ALL OF THE RISKS OF PARTICIPATING AND/OR VOLUNTEERING IN THIS ACTIVITY OR EVENT, including by way of example and not limitation, any risks that may arise from negligence or carelessness on the part of the persons or entities being released, from dangerous or defective equipment or property owned, maintained, or controlled by them, or because of their possible liability without fault.

I certify that I am physically fit, have sufficiently prepared or trained for participation in the activity or event, and have not been advised to not participate by a qualified medical professional. I certify that there are no health-related reasons or problems which preclude my participation in this activity or event.

I acknowledge that this **TAKING IT TO THE STREETS Accident Waiver and Release of Liability Form** will be used by the event holders, sponsors, and organizers of the activity or event in which I may participate, and that it will govern my actions and responsibilities at said activity or event.

In consideration of my application and permitting me to participate in this event, I hereby take action for myself, my executors, administrators, volunteers, workers, employees, support staff, heirs, next of kin, successors, and assigns as follows:

(A) I WAIVE, RELEASE, AND DISCHARGE from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for my death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur to me including my traveling to and from this event.

(B) I INDEMNIFY, HOLD HARMLESS, AND PROMISE NOT TO SUE the entities or persons mentioned in this paragraph from any and all liabilities or claims made as a result of participation in "Taking It To The Streets initiative", whether caused by the negligence of release or otherwise.

I acknowledge that the TAKING IT TO THE STREETS and their directors, officers, volunteers, representatives, and agents are NOT responsible for the errors, omissions, acts, or failures to act of any party or entity conducting a specific event or activity on behalf of the TAKING IT TO THE STREETS.

I acknowledge that this activity or event may involve a test of a person's physical and mental limits and may carry with it the potential for death, serious injury, and property loss. The risks may include, but are not limited to, those caused by terrain, facilities, temperature, weather, condition of participants, equipment, vehicular traffic, actions of other people including, but not limited to, participants, volunteers, spectators, event officials, and event monitors, and/or producers of the event, and lack of hydration. These risks are not only inherent to participants, but are also present for volunteers.

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM
Required for all Vendors
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I hereby consent to receive medical treatment which may be deemed advisable in the event of injury, accident, and/or illness during this activity or event. I understand it is my responsibility to obtain event liability insurance as I deem necessary.

I understand that at this event or related activities, I may be photographed. I agree to allow my photo, video, or film likeness to be used for any legitimate purpose by the event holders, producers, sponsors, organizers, and assigns. The accident waiver and release of liability shall be construed broadly to provide a release and waiver to the maximum extent permissible under applicable law.

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I further understand that all fees paid for participation in this event are non-refundable and that I am required to purchase and have at the 8'x10' Booth Rental a Fire Extinguisher and canopy provided by my agency/organization or group participating. Additionally, I certify that I have or intend to obtain all the necessary permits required for participating in this event and that if I am a Food Vendor I will submit to the mandatory inspection conducted by the Erie County Health Department as required by law at 10:00 am on the day of the event. As a Food Vendor I will attend the necessary training conducted by Erie County Health Department in preparation for the final inspection on the day of the event.

It is our responsibility ("Taking It to the Streets" event organizer) to obtain **all permits** for all vendors AND to provide on-site day and overnight security on the days of this event. We require that all information is sent to us in the timeframe needed to process your application and to obtain the appropriate permits. Please do not attempt to supersede this process as we have a commitment with the Erie County Parks Department to organize this event at Martin Luther King Park and we are responsible to obtain all permits for your participation in this event including the assignment of booth space.

I understand that this Waiver of Liability is required at the time of making payment for and submitting the application for the City Permit. Additionally, all vendor booth assignments will occur in the order payment for 8'x10' booth payment is made. Prime real estate assignment is based on the order payment is received. This will determine your location at the event.

I CERTIFY THAT I HAVE READ THIS DOCUMENT, AND I FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND I SIGN IT OF MY OWN FREE WILL.

Contact Information (Please print)

Agency/Organization/Group Name:	
Your Name:	
Your Address	
Your City/State & Zip	
Your Telephone or Mobile	
Your Email	

Authorized Signature: _____ **Date:** _____

For Office Use Only Taking it to the Streets	Approved by:	Today's Date:
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CITY OF BUFFALO

65 Niagara Sq. 301 City Hall Buffalo, NY 14202

SPECIAL EVENT

2017

Ernest W. Brown
Mayor

Contact Information	
Department of Permit and Inspection Services	
Commissioner	James Comerford Jr
Director	Patrick Sole, Jr
Contact	Marie Gorman
Location	Room 226
Phone	(716) 851-6594
Fax	(716) 851-4952
Email:	mgorman@city-buffalo.com

Temporary Stand and/or Exhibitor License

Applicant Name _____ **Application Date** _____

Business Name _____

Mailing Address _____

	Street	City	State	Zip
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Applicant Phone _____ **Fax #** _____

Business Phone _____ **E-mail** _____

Event Information

Event Name _____

Date(s) _____

Location _____

Product(s) to be sold _____

Food Carts/Stands must also submit an application to the Erie County Department of Health

Signature _____

Check Appropriate Category	
_____ Temporary Stand (sale of FOOD)	Fee: \$31.50
_____ Exhibitor (sale of MERCHANDISE)	Fee: \$26.25
_____ Total Number of Booths	
_____ TOTAL FEE	cash check # _____
Make checks payable to the City of Buffalo	

For Office use only:	
License #	Date