



City of Dunkirk

VENDOR APPLICATION – 2024

MAKE A COPY FOR YOUR RECORDS

This Application **must be returned along with check payable to the Dunkirk Festivals at 342 Central Avenue, Dunkirk, N.Y. 14048. Cash payments can be made at the same location on the 2nd Floor of the Stearns Building attached to City Hall.** Questions may be directed to Scott Mekus at (716) 366-9848 or at smekus@cityofdunkirk.com.

Applicant/Organization Name _____

Responsible Party/Manager Name _____

Street Address _____

City, State, Zip _____

Phone Number(s) Cell: (____) _____

Other: (____) _____

Email _____

Webpage _____

Facebook _____

Legal Status of Applicant Individual Partnership Corporation Other _____

Goods/Services To Be Sold _____

First Time Being a Dunkirk Vendor? _____ YES _____ NO

Trailer/Tent Dimensions _____

(as "set-up" & in-use, including awnings, hitches, etc.)

Photograph of Trailer/Tent Display must be supplied - please e-mail rhall@cityofdunkirk.com if needed.

Do You Need Electricity? _____ YES _____ NO

Note: For any Dunkirk Pier or Washington Park events, you must provide your own generator if needed.

- Set up days/times and detailed information will be announced closer to event dates.

Any Special Vendor Notes: _____

Total Fee Enclosed (See next page for event options): \$ _____

Please select the following dates/fees you wish to participate in and remember to sign release and waiver form on last page:

Music on the Pier Summer Concert Series - \$75.00 per day per spot

12-Week Thursday Evening Music Entertainment with Opening/Headliner Bands (5:25PM – 8:45 PM)

- Thursday, June 6, 2024
- Thursday, June 13, 2024 (Memorial Park)
- Thursday, June 20, 2024
- Thursday, June 27, 2024
- Friday, July 5, 2024 (Memorial Park)*
- Thursday, July 11, 2024
- Thursday, July 18, 2024 (Memorial Park)
- Thursday, July 25, 2024
- Thursday, August 1, 2024
- Thursday, August 8, 2024
- Thursday, August 15, 2024 (Memorial Park)
- Thursday, August 22, 2024 (Memorial Park)

Please Note:

Please call first to ask about availability on the pier for our Music on the Pier Summer Concert Series on Thursday evenings – we don't have a lot of room on the pier. We have enough space on the Memorial Park days though.

* Friday event (not Thursday)

Rain Dates: Thurs., Aug. 29 & Sept. 5, 2024

Dunkirk Walleye Festival (Dunkirk Pier)

\$50.00/per spot (2-day event)

Patriot Primitive Outdoors WNY Walleye Classic, Weigh In Show, Live Music, Kids Activities

This is a separate vendor/sponsor application – please contact us for specific festival application.

- Friday, May 31, 2024 | 2 PM – 9 PM through Saturday, June 1, 2024 | 10 AM – 5 PM

SummerJam on the Ave (Downtown Dunkirk)

\$35.00/per spot | \$45.00 non-city residents | \$75.00 for food trucks

Youth 3-on-3 Basketball Tournament (Central Avenue in front of City Hall)

- Saturday, June 8, 2024 | 9 AM – 4 PM

4th of July Celebration (Memorial Park)

3-Day Festival of Vendors, Live Music and Fireworks Display

- Wednesday, July 3, 2024 (starts at 5:00 PM) - **\$100.00 per day per spot**
- Thursday, July 4, 2024 (starts at 11:00 AM) - **\$250.00 per day per spot**
- Friday, July 5, 2024 (starts at 5:00 PM) - **\$100.00 per day per spot**

Fair in the Square Vendor Market (Washington Park)

\$35.00/per spot | \$45.00 non-city residents | \$75.00 for food trucks

Craft/Gift Vendors, Food Trucks, Music, Inflatables and Outdoor Movie

Saturday, July 13, 2024 | 11 AM – 4 PM

Beach Bash (Wright Park)

\$35.00/per spot | \$45.00 non-city residents | \$75.00 for food trucks

Kickball/Pickleball Tournaments, Inflatables, Dunk Tank, Live Music, Sand Castle Building Contest, Water Balloon Toss and Outdoor Movie

Saturday, August 17, 2024 | 12 – 6 PM

Dunkirk Heritage Festival (64 Lake Shore Drive East Lot)

\$35/per spot | \$45 non-city residents | \$125 for food trucks/food sellers

Dunkirk Heritage Food, Food Trucks, Live Music and Fun!

Saturday, August 31, 2024 | 11 AM – 9 PM

Christmas on Central Small Business Saturday (Downtown Dunkirk)

\$35.00/per spot | \$45.00 non-city residents | \$75.00 for food trucks

FREE for any Dunkirk merchant (open that day)

Holiday Shopping, Santa Claus Visit, Carriage Rides, Live Music, Annual Tree Lighting & More

Saturday, November 30, 2024 | 11 AM – 6 PM

Preferred Vendor Space: (please check one; Note: only one direct sales rep during this event)

NCCS _____ Elks Club _____ Former P&G _____ Stearns Bldg _____ P*Dubs _____ Onix Hair _____ Outside _____

Any Inside Spot _____ I DO NOT WANT TO BE AT: _____ Notes: _____

Dunkirk Merchant Location: _____ List Hours That Day: _____

Permit Conditions

Only one (1) stand will be allowed per issued permit; Vendor is to set-up only in the area specifically designated by the Festivals/Special Events Coordinator.

Please contact the Dunkirk Festivals Department for event set up times. If event is cancelled by the city, refunds will be mailed.

Vendor is responsible for clean-up, including removal of all debris, no later than 10:00 a.m. on the day following the event unless otherwise determined by event.

Vendor is entitled to a pre-determined, reserved location measuring twelve feet (12') frontage. Set-ups requiring greater than twelve feet (12') frontage will require application for additional space(s). Individual food trucks may require more room per spot.

Vendor is solely responsible for the means and manner of all such activities contemplated hereunder and shall be solely responsible to ensure compliance with each and every applicable rule, regulation, law and/or requirement. The city makes no warranties, either express or implied, with regards to the goods and/or services sold by the vendor.

Vendor must comply with each and every rule, regulation, law and requirement imposed by any appropriate federal, state and local authority, including but not specifically limited to the NYS and County of Chautauqua Departments of Health. All statutory provisions applicable hereto are hereby incorporated by reference. Vendors preparing food items on site will need a Food Service Permit. If needed, please contact the Chautauqua County Health Department at (716) 753-4481 for details.

Vendor shall provide to the City before set-up appropriate proof of general comprehensive liability insurance naming the Dunkirk Local Development Corporation AND City of Dunkirk as an additional insured, in an amount no less than \$1,000,000.00 (Vendor Classification E of the City of Dunkirk Standard Insurance Certificate).

Vendor shall, in addition to the other requirements hereunder, indemnify and insure the City against any and all claims, costs and damages arising out of the performance or non-performance of activities contemplated hereunder.

Approval of this application in no way confers any permanent legal right, title or interest in or to any property; approval and use by the Vendor of any such property does not and shall never ripen into or become a right to own or to use any portion of the premises in a manner inconsistent with the terms herein. Upon approval, the Vendor shall have a non-exclusive, revocable right to use the premises solely upon the terms and conditions contained herein.

RELEASE AND WAIVER: In consideration of accepting to participate as a vendor of the City of Dunkirk, I, the undersigned, intend to be legally bound for myself, my employees, our heirs, successors, and assigns, and to waive and release any and all claims against the City of Dunkirk and Festivals/Special Events Department and to hold them, their heirs, successors, and assigns, harmless during my participation as a vendor/merchant at the aforementioned event. By executing this application, the undersigned acknowledges that he has reviewed and understands the terms herein; the undersigned agrees to comply with each and every term, condition and obligation contained herein if awarded a Permit.

Applicant's Signature

Signature Date

Print Name

OFFICE USE ONLY:

Paid: \$ _____

Cash or Check (circle one)

Date: _____

Initials: _____