

PRIDEFEST'S FOODFEST GUIDELINES

Sunday, June 30, 2019 • 11:00AM to 6:00PM

We are so excited to have you join us in New York City for PrideFest 2019! Heritage of Pride is proud to host WorldPride 2019 as we commemorate Stonewall 50 with this year's theme:

Millions of Moments of Pride

We are implementing an application process for FoodFest 2019. We aim for a diverse menu of items and we try our best to ensure little overlap, for the benefit of both our exhibitors and our attendees. Therefore, once a cuisine type is filled (Mexican, Indian, Ethiopian, Frozen Beverage, etc.), we will not accept a second exhibitor in that category. So please apply early!

Application Process

Step 1: Apply and pay exhibitor fees via the [PrideFest Eventbrite Registration Site](#). Only applications with paid exhibitor fees will be considered. If you choose to mail a check or money order, we will not consider your application until exhibitor fees are received.

Step 2: The PrideFest team will reach out within 14 business days to confirm your participation in FoodFest 2019. If your application is denied, you will receive an automatic refund to the card used on Eventbrite.

Step 3: Submit Health Permits & Insurance Form to pridefest-help@nycpride.org.
ALL ITEMS MUST BE SUBMITTED NO LATER THAN FRIDAY, MAY 31st. See more below.

Step 4: Receive your booth or truck space assignment by Friday, June 7.

Along with the details provided in the Exhibitor Information Packet and FAQs, below are details specific to Food Trucks & Exhibitors at FoodFest:

FoodFest Rules

1. An exhibitor may sell only the products listed on the approved application or otherwise pre-approved by PrideFest c/o Heritage of Pride, Inc. in writing. Email confirmation of a change in menu items is acceptable. The last day for menu changes is Friday, May 31 as we are required to submit your menu options to NYC's Department of Mental Health & Hygiene (NYC-DOHMH). Exhibitors will be required to remove unauthorized products from their tables and failure to do so will result in removal from the site. Exhibitors must obtain prior approval from NYC Pride for all food and beverage items to be sold. Only nonalcoholic beverages may be sold.
2. All exhibitors must supply a certificate of insurance. You must name Heritage of Pride, Inc. as additional insured with an aggregate amount of not less than \$1 million. Evidence of the insurance is required by May 31, 2019. Please email the certificate to pridefest-help@nycpride.org. Failure to provide the certificate in a timely fashion will result in cancellation of your application.
3. All participating food trucks and food exhibitors must obtain and submit proof of a Mobile Food Vendor Permit or Temporary Food Service Establishment Permit from NYC's Department of Mental Health & Hygiene (NYC-DOHMH). All are subject to inspection on the day of event by NYC's Department of Mental Health & Hygiene. Proof of permits and a Food Protection Certificate is required by May 31, 2019. Please email the certificate to pridefest-help@nycpride.org. Failure to provide documentation in a timely fashion will result in cancellation of your application. Notwithstanding the foregoing, by agreeing to participate in FoodFest, all food truck and food exhibitors shall indemnify and hold harmless Heritage of Pride, Inc. and all its organizing members from any and all fines, litigation or other penalties based upon the lack of a permit or an improper permit. Health Code fines range from \$200 to 1000 depending on the severity of the violation. [Click here to visit NYC's NYC-DOHMH's website for more details.](#)

4. Each food exhibitor must be set up and fully operational by 11:00AM on the day of the event. All exhibitors are required to sell product until 5:30PM. Setup will begin at 9:00AM and cleanup will take place between 6:00PM and 7:00PM. Food exhibitors must clean up their own areas and bring their refuse to the dumpsters at the festival site.
5. Each exhibitor is permitted one vehicle to enter the festival site during setup, however no vehicles will be allowed on the festival site between 11:00AM and 6:00PM. Vehicles must be parked on city streets during the hours of the event. There are no exceptions.
6. All food exhibitors are provided with a 10'X10' outdoor space ONLY. Food trucks are provided with a 10'x30' outdoor space ONLY. Unless you have purchased add-ons during the application process, exhibitors must provide their own setup equipment, including tents, chairs, displays, etc.
7. The rented space is to be used only by the exhibitor. Exhibitor locations do NOT have any access to electricity or generators unless purchased as an add on during the application process.
8. IMPORTANT INFORMATION ABOUT THE USE OF GENERATORS: Food trucks are permitted to use generators that are built-in and contained within the mobile unit, should they need access to electricity. All others can purchase power during the application process on the Eventbrite site. FoodFest participants must have a **Class K** fire extinguisher in their booth or food truck if using a grill and/or cooking with an open flame. THERE WILL BE NO EXCEPTIONS.
9. Food trucks and food exhibitors are permitted the use of grills, sternos, "hotboxes," or propane gas for cooking, heating or warming purposes. (Two) 20 lbs. propane tanks are allowed for each food truck or food exhibitor. All equipment is subject to inspection by NYC's Fire and Health Departments and any non-conforming equipment must be removed.
10. Heritage of Pride, Inc. shall not be held liable for any damages and/or injuries to any event attendee incurred by any food truck or food exhibitor while on the event site. Without limiting the foregoing, all food trucks and food exhibitors shall indemnify and hold harmless Heritage of Pride, Inc., its officers, employees, agents and volunteers from any liability for any injuries or damages sustained by food trucks and food exhibitors, their agents or employees or injuries or damages sustained by any customers, guests or invitees at the rented space.

FoodFest Permits

Depending on your activation, you will be required to submit proof of the following permits:

Type of Activation	Proof of Permits Required	How to Obtain Permit
Selling Food (Wrapped)	➤ NYC's Mobile Food Vendor or Temporary Food Service Establishment Permit*	➤ Apply in Person: Dept. of Consumer Affairs, Licensing Center, 42 Broadway in Manhattan
Selling Food (Unwrapped)	➤ NYC's Mobile Food Vendor or Temporary Food Service Establishment Permit* ➤ Food Protection Certificate**	➤ Apply in Person: Dept. of Consumer Affairs, Licensing Center, 42 Broadway in Manhattan

**This permit requires proof of New York State's Certificate of Authority. This is the 9, 10, or 11-digit number on your New York State Department of Taxation and Finance Certificate of Authority. You must enter this number on the permit application. To apply for a Certificate of Authority, visit the [NYS License Center](#). You will need a NY.gov ID to access the application form. To request a paper application, call (518) 485-2889. Allow four to six weeks after applying to the New York State Department of Taxation and Finance to receive your Certificate of Authority.*

*** We accept proof of Food Protection Certificates from all states and local municipalities. If necessary for your activation, please email a valid copy of a food Protection Certificate to pridefest-helo@nycpride.org.*

**ALL PERMITS AND PROOF OF FOOD PROTECTION CERTIFICATE
MUST BE SUBMITTED NO LATER THAN FRIDAY, MAY 31st.**

FoodFest Certificate of Insurance

All exhibitors, including sponsors, must submit a Certificate of Insurance (commonly known as a COI). Heritage of Pride must be listed as the Certificate Holder and the address should read:

Heritage of Pride, Inc.
154 Christopher St. Suite 1D
New York, NY 10014

All Certificates of Insurance MUST include:

- Commercial General Liability with minimum limits of \$1,000,000 occurrence / \$2,000,000 aggregate on an occurrence basis. Claims made policies will not be accepted:
 - ⇒ If alcohol is being served or sold by you or any of your contractors, include Liquor Liability coverage with a minimum of \$1,000,000 per occurrence.
 - ⇒ If medical services are being provided by you or any of your contractors, include Medical Malpractice coverage with a minimum of \$1,000,000 per occurrence.
 - ⇒ If venues or permits related to your activation or participation require limits of liability in excess of \$1,000,000, include an Umbrella or Excess Liability policy to satisfy those limits.
 - ⇒ If employing a contractor, you shall include all contractors as insureds under your policies or shall obtain separate Certificates of Insurance and Endorsements for each contractor.
- Commercial Automobile Liability, including owned, non-owned, hired, borrowed or rented vehicles with minimum limits of \$1,000,000 occurrence.
- Workers Compensation insurance and New York State Disability as required by applicable state law, including Employers Liability of \$1,000,000 limit. You, your employees, your contractors and their employees, or any interns or volunteers of yours or theirs are not employees of Heritage of Pride, Inc. and cannot claim under Heritage of Pride, Inc. Workers Compensation coverage or New York State Disability plans.
- Heritage of Pride Inc., its directors, officers, employees and volunteers shall be named as Additional Insured on the Certificate of Insurance (ACORD 25). We must receive the executed Certificate of Insurances at least 14 days prior to the start of your participation in or activation at any events. Additionally, your policy must:
 - ⇒ Be written by an insurance company with AM Best rating of at least A
 - ⇒ Waive Subrogation
 - ⇒ Provide that your insurance is primary and not contributory to any insurance carried by Heritage of Pride, Inc.

The Event Producers shall not be liable to Exhibitors for fire, theft, casualty, or other loss, nor any act or failure to act on the part of the Event Producers. Exhibitors shall hold harmless and indemnify Producer/Sponsor against any third-party claim arising from the activities of Exhibitors or its employees.

If you have not already turned in a Certificate of Insurance to NYC Pride or are unable to reach your Insurance provider, we can connect you with a 1-day Event Insurance Provider. Please email pridefest-help@nycpride.org.

ALL CERTIFICATES OF INSURANCE MUST BE SUBMITTED NO LATER THAN FRIDAY, MAY 31st.

**We look forward to seeing you at PrideFest this year!
Please reach out to pridefest-help@nycpride.org for any
additional questions or concerns.**