

400 Doansburg Road, Box 719
Brewster, NY 10509-0719

Phone: 845 279 2995
Fax: 845 279 3077



**BIRDS OF PREY DAY: SUNDAY, JUNE 4, 2023
10:00AM - 3:00PM**

FOOD TRUCK APPLICATION AND CONTRACT

Thank you for your interest in *Green Chimneys Birds of Prey Day*, a family event to celebrate animals and the environment. Held on Green Chimneys' campus in Brewster, NY, the event features live bird of prey demonstrations, farm tours, family activities, and vendors. Vendors exhibit environmentally sound products with a focus on animals and the environment. Green Chimneys is a nonprofit organization helping young people to maximize their full potential by providing residential, educational, clinical and recreational services, in a safe and supportive environment that nurtures connections with their families, the community, animals and nature.

FOOD TRUCK/VENDOR NAME: _____
CONTACT PERSON: _____
PHONE: _____
EMAIL: _____

PREFERRED METHOD OF CONTACT: PHONE EMAIL
ADDRESS: _____

TYPE OF SETUP:

Truck Trailer Cart Tent Other: _____

TYPE OF FOOD: _____ Hot Cold

TRUCK/SETUP DIMENSIONS: Height: _____ Width: _____ Length: _____

DIRECTION OF FOOD COUNTER: Left Right Back Front

WILL THE VEHICLE TRANSPORTING THE TRAILER NEED TO REMAIN ON SITE, OR WILL IT BE MOVED TO THE PARKING LOT? _____

PAYMENT: There is a non-refundable fee of \$175 to submit your application.

A check, payable to *Green Chimneys*, in the amount of \$ _____ is enclosed.

Cash in the amount of \$ _____ is enclosed.

Charge my credit/ debit card in the amount of \$ _____.

Circle one (1): *American Express* *MasterCard* *Visa*

Card Number: _____ Expiration Date: _____

Authorized Signature: _____ Today's Date: _____

LET'S GET SOCIAL- help us find you online!

Website: _____ Facebook: _____

Twitter: _____ Instagram: _____

Connect with us too! www.facebook.com/greenschimneys.org & www.twitter.com/greenschimneys

Applications and fee must be received on/ before Friday, May 12, 2023. The application fee is non-refundable if your application is accepted. Determination and notification of acceptance will be made within one week of the receipt of the application. Vendors NOT accepted will receive a notification of rejection as well as the return of the reservation fee, where applicable. If you have any questions, contact Trent Lauber at (845)-279-2995 ext. 383 or via email tlauber@greenschimneys.org

Please review all Food Truck Requirements on the next page, and sign and return with your application.

Food Truck Requirements

REQUIRED PAPERWORK

Permit:

Putnam County Mobile Food Permit or a temporary food permit. For additional information, call the Putnam County Dept. of Health at 845-808-1390.

Insurance:

All food vendors must agree to provide proof of insurance coverage and the additional insured listed via a certificate of insurance prior to the June 4th event. Please name the following:

Certificate holder: Green Chimneys, 400 Doansburg Road, Brewster, NY 10509

Additional insured: Birds of Prey Day, June 4, 2023

Application and paperwork (certificate of insurance, permits, and final menu)

must be received no later than Friday, May 12, 2023

Event Information

- *An attendance of 3,000+ people from the tri-state area is expected*
- Location: Green Chimneys School, 400 Doansburg Road, Brewster, NY 10509
- Date/Time: Sunday, June 4, 10:00 a.m. – 3:00 p.m.
- Vendor Fees: \$175

Menu

We will take your menu into account when we receive your completed application as our goal is to bring local food trucks to our event to provide a unique experience for attendees by ensuring variety. While we are unable to guarantee there will not be competing vendors, we will take this into consideration as we receive vendor applications.

Please read the General Food Vendor information provided below. Next, complete and submit the application along with your menu and a check for \$175. Submitting an application with payment will ensure consideration for a space at the festival, but does not constitute a contractual agreement or acceptance. All applicants will be notified regarding their application status on an ongoing basis, as they are received. Green Chimneys reserves the right to turn down applications (and return fees) based on the number of applications received and overall variety of the menus.

Vendor Information

Food Trucks will be provided spaces based upon space requirements and/or their order of arrival. Food trucks must plan on being at the event for the entire day, from 10 a.m. to 3:00 p.m. The event will be held rain or shine. Post all prices for items at your food truck. Green Chimneys will promote participating food trucks.

Set-up, Hours, Teardown

Set-up time is between 7:00 and 9:00 a.m. only. Food Trucks will open at 10:00 a.m. and remain open until 3:00 p.m. There will be no moving vehicles permitted onsite after 9:30am or prior to 3:30pm. All food vendors are required to remove their own trash and all unsold goods between the hours of 3:00 and 6:00 p.m. Nothing is to be left behind on Green Chimneys premises. All non-essential vehicles must be parked in the Llama Lot, the vendor parking lot, with a parking pass provided by Green Chimneys.

On-Site Resources

All food trucks must be able to operate independently of any provided resources including water, electrical, refrigeration and any materials. We will provide the most level ground available, but our campus is not a traditional fairground. A quick site survey is encouraged. Vendors are responsible for all set-up and clean-up of their space.

Please submit all Payments/Contracts to:

**Trent Lauber
Administrative Assistant
Green Chimneys
400 Doansburg Rd, PO Box 719
Brewster, NY 10509**

I have read and agree to the above Food Truck Requirements and will provide all documentation, payments, and other requested information asked about my food truck.

Print Name: _____

Signature: _____

Date: _____