



Long Island Food Council Vendor Guide and Agreement  
 Autumn Festival on the Rooftop  
 Tuesday, September 28, 2021  
 (Rain date Wednesday, September 29, 2021)  
 6:00-8:00PM

Thank you for joining us for our Rooftop Festival. Please fill out this application and keep the attached instructions for reference. Please sign below that you have read and understand the guidelines and return the application by September 8, 2021, to [elise@longislandfoodcouncil.com](mailto:elise@longislandfoodcouncil.com)

Business Name:	Phone:
Contact for Day of Event:	Email Address:
Street Address:	City:
State/Zip Code:	Website:
Type of Products for Sampling: Minimum of 75 attending (Vendors will be notified of the final number of attendees)	Please see the Guidelines for further information and instructions.
<p>The LIFC will provide vendors with the following</p> <ul style="list-style-type: none"> <li>• 6ft or 8ft table</li> <li>• tablecloth if needed</li> <li>• Ice</li> </ul> <p>Please specify if you require the following:</p> <ul style="list-style-type: none"> <li>• Table: 6ft _____ 8ft _____</li> <li>• Tablecloth: 6ft _____ 8ft _____</li> <li>• Electrical (if needed): Yes _____ No _____</li> </ul> <p>Note: You must bring your own extension cords. None will be provided on site.</p> <ul style="list-style-type: none"> <li>• Ice (If needed): Yes _____ No _____</li> </ul> <p>One freezer will be available to obtain ice.</p> <p>PLEASE SIGN THAT YOU HAVE READ AND ACKNOWLEDGE THE VENDOR GUIDELINES AND RETURN THIS FORM TO <a href="mailto:elise@longislandfoodcouncil.com">elise@longislandfoodcouncil.com</a></p> <p>SIGNATURE _____</p>	<p>What we need from you now:</p> <ul style="list-style-type: none"> <li>• Application filled out and signed</li> <li>• Certificate of insurance required as follows: Arizona Beverages USA/Hornell Brewing Co., as the additional insured 60 Crossways Park Drive West Woodbury, NY 11797</li> </ul> <p>We will be providing a guide for all attendees to use and take home as well as posting on social media.</p> <ul style="list-style-type: none"> <li>• Please send a company logo 500 px wide</li> <li>• Bio or description (no more than 50 words) of your products.</li> </ul> <p>Email <a href="mailto:elise@longislandfoodcouncil.com">elise@longislandfoodcouncil.com</a></p>



## **Long Island Food Council Exhibitor Instructions**

### **Autumn Festival on the Rooftop**

**Tuesday, September 28, 2021**

**(Rain date, Wednesday, September 29, 2021)**

**Event Time: 6:00-8:00pm**

**60 Crossways Park Drive West (Arizona Plaza)**

**Woodbury, NY**

**The following guidelines must be strictly adhered to ensure the safety of the participants and the building. This is an active office building, and we must comply with their guidelines. Thank you in advance for your cooperation.**

#### **All Vendors may arrive starting at 3:30pm:**

1. Upon arrival, vendor check-in will be found in the **1<sup>st</sup> floor** front lobby. An attendant will provide a welcome packet with badges, parking instructions, including a map of the rooftop showing their placement and will be directed to the truck tunnel.
2. An attendant will be assigned to manage the truck tunnel dock for loading and unloading. **Once you as the vendor are unloaded, you must move your vehicle to the parking area outside immediately. There can be no idling or blockage of this area. This is an active tunnel. THERE IS NO PARKING IN THE DOCK AREA!**
3. **Vendors MUST come equipped with their own flatbed cart/hand truck to move their equipment as well as have ample assistance in moving their own gear to the freight elevator and onto the roof. AriZona and the LIFC are NOT responsible for providing staff assistance or carts.**

**All vendors must be completely set up one-hour prior (5:00pm) and remain until the close of the event at 8:00pm. All vendors are responsible for cleaning their area and disposing of garbage.**

### **Vendor Roof set up:**

A designated table space will be labeled with a number identifying the vendor. If you have requested electricity, tablecloth, or ice, this will be noted on the table number as well. If you require any of these items you must notify LIFC in writing on the vendor application provided.

LIFC will provide the following:

1. 8 x 8 or 6 x 6 table (no chairs are provided)
2. Tablecloth if requested
3. Trash cans are located around the roof for guests. If you require an individual pail, you must bring your own.
4. Ice if requested to the LIFC. Ice can be obtained from the rooftop freezer.
5. Electricity if requested. Note: You must bring your OWN extension cords. None will be provided on site.
6. Wait staff from Event King will be available to assist.
7. All vendors are responsible for providing the following:
  - Disposable beverage containers, plates, napkins, utensils, etc.
  - Garbage bags
  - Sternos for warming food
  - Coolers

\*\*The LIFC understands that there are continuing concerns about protecting your health in light of the recent updates about Coronavirus. At this time, LIFC is taking precautions to ensure that we can offer high quality programming AND proceed in a way that best protects the health of all of our network members. This event will be held in accordance with all applicable laws and regulations, including state, local, and CDC guidelines, to protect the health and welfare of our staff and guests.

If you have any questions, please contact [elise@longislandfoodcouncil.com](mailto:elise@longislandfoodcouncil.com). We are looking forward to seeing you and having a fun successful event.