

30th Annual Pine Grill Jazz Reunion

Presented by
African American Cultural Center
350 Masten Avenue
Buffalo, New York 14209
www.aaccbuffalo.org
paulrobesontheatrebuffalo@gmail.com

April 1, 2019

Dear Concessionaire:

The AACC is now accepting vending applications for the 2019 Pine Grill Jazz Reunion to be held on Sunday, August 4th and Sunday, August 11th beginning at 3p.m. in Martin Luther King Jr. Park. The Concert will start at 3:00 PM!

All temporary food service vendors must have a Health Permit to operate. Food vendors must provide their own canopy or tent. Please design your tent/canopy with food safety in mind (*please refer to Guidelines for temporary food stands*). This is a requirement of the Health Department. A mandatory meeting for **food vendors** will be held at the AACC on Monday, July 15, 2019 at 6pm a representative from the Erie County Health Department will be present to discuss health laws pertaining to the preparation, storage, and serving of food sold to the public. **ALL FOOD CONCESSIONAIRES MUST BE PRESENT AT THIS MEETING IN ORDER TO PARTICIPATE IN THE PINE GRILL JAZZ REUNION.** In addition I will review all the policies and procedures for vending at the PGJR and provide you with your location setup position.

Exhibitors and Informational Resource vendors are asked to meet with the coordinator on Monday, July 15, 2019 at 6:00pm. Your assigned location will be verified and review of the policy and procedures for the PGJR.

Important Dates and Times:

Late Fees will be charged after July 15, 2019 at 5:00pm!

No refunds will be issued after July 15, 2019

All vendors must complete set up no later than 1:00pm

In order to comply with city, county and state regulations, the deadline for all applications is Monday, July 15, 2019. All applications must be mailed or submitted in person with fees payable to the African American Cultural Center, 350 Masten Avenue, Buffalo, NY 14209 – Attn: Paulette D. Harris by the close of business (5 p.m.)

Applications postmarked or received after July 15th will be assessed a late fee of \$200.00 and will be considered for acceptance at the discretion of the AACC Pine Grill Jazz Committee.

Fees must be submitted with your application and are payable by cash, certified check or money order – partial payments will not be accepted.

The African American Cultural Center reserves the right to reject applications from concessionaires who have not followed the Pine Grill Jazz Reunion rules and regulations in the past. ***The African American Cultural Center will not refund any fees due to inclement weather conditions.***

This application serves as a contract between you the (Concessionaire) and the African American Cultural Center. Once it is completed and signed, please make a copy for your records before submitting it to the African American Cultural Center.

Vehicle traffic and parking has become an ongoing issue. For everyone's safety we ask that no vendors or festival-goers attempt to park on the grass. Please unload your vehicle on the pavement area in front of your location spot. Keep in mind others will also need to unload therefore unload then move your vehicle.

Street parking will be on a first come first serve basis – the committee will do their best to reserve one spot per vendor until they are no longer available. These will be assigned on a first come first serve situation.

On behalf of the PGJR committee we would like to thank you for your commitment to the success of this event.

Sincerely,

Paulette D. Harris
PGJR Coordinator

AFRICAN AMERICAN CULTURAL CENTER

350 Masten Avenue • Buffalo, N.Y. 14209

(716) 884-2013 or Fax (716) 885-2590

www.aacbuffalo.org

paulrobesontheatrebuffalo@gmail.com

CONCERT START TIME 3:00PM

2019	PINE GRILL JAZZ REUNION CONCESSION FEES	2019
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Fees reflect single week and double week registrations: August 4th & August 11th (2018)

SINGLE WEEK

INFORMATION ONLY

(No Sales: Community-based and Non-Profit Organizations)

Space: 6ft x 12ft

PGJR Fee: \$200.00

Total fees: \$200.00

ARTS & CRAFTS EXHIBITORS

Space: 12ft x 12ft

Before July 15th – 5:00pm

Craft Permit \$26.25

PGJR Fee: \$293.75

Total fees: \$320.00

After July 15th – 5:00pm

Craft Permit \$26.25

PGJR Fee: \$248.75

Late Fee: \$200.00

Total fees: \$475.00

FOOD SALES / PUSH CARTS

(must remain stationary)

Space: 12ft x 12ft

Before July 15th – 5:00pm

Food Permit: \$31.50

Health Dept. License: \$106.00

PGJR Fee: \$387.50

Total fees: \$525.00

After July 15th – 5:00pm

Food Permit: \$31.50

Health Dept. License: \$106.00

PGJR Fee: \$397.00

Late Fee: \$200.00

Total fees: \$734.50

BOTH WEEKS

INFORMATION ONLY

(No Sales: Community-based and Non-Profit Organizations)

Space: 6ft x 12ft

PGJR Fee: \$300.00

Total fees: \$300.00

ARTS & CRAFTS EXHIBITORS

Space: 12ft x 12ft

Before July 15th – 5:00pm

Craft Permit \$26.25

PGJR Fee: \$393.75

Total fees: \$425.00

After July 15th – 5:00pm

Craft Permit: \$26.25

PGJR Fee: \$348.75

Late Fee: \$200.00

Total Fees: 575.00

FOOD SALES / PUSH CARTS

(must remain stationary)

Space: 12ft x 12ft

Before July 15th – 5:00pm

Food Permit: \$31.50

Health Dept. License: \$106.00

PGJR Fee: \$487.50

Total fees: \$625.00

After July 15th – 5:00pm

Food Permit: \$31.50

Health Dept. License: \$106.00

PGJR Fee: \$497.00

Late Fee: \$200.00

Total fees: \$834.50

Health Department License

**** IMPORTANT!!!!** *All food vendors must pay the fees designated by the Health Department for License for the Pine Grill Jazz Reunion regardless if they currently have one for their business. The Pine Grill Jazz Reunion is considered a special event and therefore all food vendors must pay this fee. You must get a License to use a Propane Tank..this is not included with your application. Any additional permits must accompany this application or it will not be accepted!!!*

Fees are as follows: \$106.00 for registration

COMMERCIAL CONCESSIONS **food trucks and Trailers are not allowed on the grass – please prepare to park on the street (pavement)

TRAILER and FOOD TRUCKS <i>Space: 14ft x 14ft</i> <i>Before July 15th – 5:00pm</i> <i>Food Permit: \$31.50</i> <i>Health Dept. License: \$106.00</i> <i>PGJR Fee: \$574.00</i> <i>Total fees: \$711.50</i>	TRAILERS and FOOD TRUCKS <i>Space: 14ft x 14ft</i> <i>Before July 15th – 5:00pm</i> <i>Food Permit: \$31.50</i> <i>Health Dept. License: \$106.00</i> <i>PGJR Fee: \$674.00</i> <i>Total fees: \$811.50</i>
<i>After July 15th – 5:01pm</i> <i>Food Permit: \$31.50</i> <i>Health Dept. License: \$106.00</i> <i>PGJR Fee: \$574.00</i> <i>Late Fee: \$200.00</i> <i>Total fees: \$911.50</i>	<i>After July 15th – 5:01pm</i> <i>Food Permit: \$31.50</i> <i>Health Dept. License: \$106.00</i> <i>PGJR Fee: \$674.00</i> <i>Late Fee: \$200.00</i> <i>Total fees: \$1011.50</i>

Applications received after July 15th will be accessed an additional late fee of \$200.00.

Due to space availability, AACC reserves the right to close concession registration without previous notice.

The total application amount must be paid in full at the time of registration. Fees are payable by Cash, Certified Check or Money Order. Please make all Certified Checks and Money Orders payable to African American Cultural Center.

Set up must be complete not later than 1:00pm

CONCERT START TIME 3:00PM

TERMS OF CONTRACT

(Please keep this for future reference)

By completing, signing and submitting this Application you agree to the following:

1. There will be **NO PARKING ON THE GRASS** – you will be charged an additional fee of **\$350.00** and you will not be allowed to vend on August 11th. **CONCERT START TIME IS 3:00PM**
2. Food Concessionaires are required to meet with the County Health Officials. This meeting has been scheduled for Monday, July 15th at 6pm at the African American Cultural Center, 350 Masten Avenue, Buffalo, NY 14209.
3. All Concessionaires must complete their set up no later than 1pm on both days. Once booths have been set up someone must remain in that area at all times. Do not set up your booth and leave the park area.
4. **All Concessionaires will clean their area, stop selling and close down at 9:00pm. This is imperative because the park must be cleared of event participants prior to the park closing. You are responsible to keep your area clean before, during and after the event.**
5. Pine Grill Security personnel and/or Buffalo Police personnel have the right to close down any vendor as directed by the Concessions committee or Erie County Health Dept. They reserve the right to escort vendors from the event that are not in compliance with the Pine Grill Jazz Reunion rules and regulations.
6. Provide a list of all items for sale. Only listed items approved by the concessions committee will be permitted to be sold. Be very specific. **Items not listed will not be allowed.**
7. The African American Cultural Center prohibits the sale of any merchandise with vulgar, offensive language or gestures. This includes but is not limited to the following: T-shirts, pictures, mugs, posters, audio tapes, video tapes, etc.
8. Vendors shall not bring in boom boxes, personal sound equipment or any amplified sound. Any vendor who does not comply will be removed from the Pine Grill Jazz Reunion event site (Martin Luther King Jr. Park)
9. Payment of concession fees only entitles one to dispense materials of the individual category designated. **Food items requires specific permits. Exhibitors require separate permits.**
10. Vendor agrees to full responsibility if he/she, sublet or share any part of its assigned space with any individual, organization, or group. PGJR committee must approve any shared space agreement at the time of registration.
11. All vendors will be assigned a specific location in order of receipt of application postmark or posting. All merchandise must remain inside your booth. Walkways must remain open.
12. Applications must be mailed, emailed paulrobesontheatrebuffalo@gmail.com or submitted in person to the attention of Paulette D. Harris, African American Cultural Center, 350 Masten Avenue, Buffalo, NY 14209.
13. Applications are subject to approval by the Pine Grill Jazz Reunion Concessions Committee. The African American Cultural Center reserves the right to reject applications from concessionaires who have not followed the rules and regulations in prior years.

14. The African American Cultural Center will not issue any refunds due to inclement weather conditions.

15. Signing this application constitutes an agreement that Concessionaires shall take no legal action against the African American Cultural Center, its Committees, Directors, or agents for injury or loss.

I understand the conditions of entry and agree to honor them. I recognize that completing and signing this application constitutes a contract between myself and African American Cultural Center Pine Grill Jazz Reunion. I have retained a photocopy of this application.

Signature of Concessionaire (Required)

Date

Partial Payments Will Not Be Excepted...No exceptions!!!!

OFFICE USE ONLY:

Application Number: _____

Application Date: _____

Payment by: cash _____ Certified Check _____ Money Order _____

Amount Collected: \$ _____ Date: _____

Staff Person: _____

Space Assignment: _____

All applications must include:

- A photo of food cart (s) and/or truck to be used at the event.

- Terms of Contract signed

- Application.

If you do not have these items your application will be DENIED!

2019 PINE GRILL JAZZ REUNION CONCESSION APPLICATION

2019

Please Return This Form and the Signed Terms of Contract with Payment

Applications will not be processed without payment in full.

No Personal Checks! Only Cash, Certified Check or Money Order Will be accepted.

Incomplete applications will not be accepted!!!! - (Concert Start time 3:00pm)

Date of Application _____

Please Print Clearly!

Applicant Name _____ **Email:** _____

DBA/ or Name of Stand (if Different from above) _____

Address of the Applicant _____ **Cell #:** _____

City _____ State _____ Zip Code _____

Check Type of Concessions: ☐ Information ☐ Exhibitors ☐ Food ☐ Truck

Please list items for sale or information to be distributed (Please read item #5 of this contract). Attach additional sheet if necessary.

Due to space limitations, no more than for (4) persons can work one stand at any given time. List all names for identification and permit purposes.

Which weeks will you be operating? Sun., Aug. 4th _____ Sun. Aug. 11th _____

Will you be using a tent? Yes _____ No _____ (All food vendors must have a canopy)

Amount for Concessions (Please refer to fee schedule) \$ _____

Total amount enclosed with this application \$ _____ **YOU WILL**

BE RESPONSIBLE FOR YOUR OWN PROPANE LICENSE IF ALLPICABLE!!!!

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