



BID BUSINESS



Business Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

- I would like to participate in the Batavia Wine Walk on Saturday, October 6<sup>th</sup> from 4-8pm. (The BID will contact you regarding details for the event)
- I understand I must apply online & pay for my own liquor permit through the New York State Liquor Authority (NYSLA). Cost is \$35. I understand I must supply the BID with a copy of the liquor permit. (A BID representative can help you with this process if you need assistance.)
- I understand I must have a certificate of liability to participate naming the BID and the City of Batavia as additional insured.
- If available, I would like a winery to do the pouring at my businesses. (If not available, I will provide a trained individual to do the pouring at my business.)
- A TIPS trained staff member from my business will do the pouring at my business. I have been certified by \_\_\_\_\_ on \_\_\_\_\_.  
*Name of Training Program / Institution* *Month / Year*

The number of locations is limited to **twenty-four businesses** and is based on first-come, first serve policy. (An email of intent is not permitted; application is required).

**Mail Application To:**  
Downtown Batavia Business Improvement District  
200 East Main Street, Suite 12  
Batavia, New York 14020  
**Fax:** (585) 815-0233  
**Email:** BKemp@DowntownBataviaNY.com



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## Downtown Batavia Wine Walk 2018 Rules & Regulations

### Managing Body:

Downtown Batavia Business Improvement District (B.I.D.) and the B.I.D. Wine Walk Committee

Contact: Beth Kemp, B.I.D. Executive Director & Event Coordinator at 585-344-0900.

**Location:** Tastings will take place at participating Downtown Batavia locations.

**Date & Time Of Event:** Saturday, October 6<sup>th</sup>, 2018

4:00pm to 8:00 pm

Set up time: 3:00 pm

Closing & clean up time: 8:00 pm

**Fees:** There is NO fee to participate in the Batavia Wine Walk.

### Rights of the Wine Walk:

The Downtown Executive Director will be on site and will be the representative of the B.I.D. and the Batavia Wine Walk. The Downtown Executive Director will enforce all rules and regulations of the Wine Walk event with regard to patrons or vendors to insure a safe and inviting business environment.

The B.I.D. and the Wine Walk Committee reserves the right to limit the number of participants and particular products. After the application deadline has passed any vendors wishing to join the event will be determined by the Wine Walk Committee.

**Inclement Weather:** The Wine Walk Committee has the right anytime to cancel the event due to weather conditions endangering the public and vendors.

**Alcohol Policy:** No open containers **except** for wine, beer and hard cider tastings. Wineries, breweries and producers of hard cider are permitted to sell NY State bottled products. Vendors must be licensed and display a valid NYS Liquor Authority Permit and a sign reading: "State Law Requires That Consumers Be At Least 21 Years of Age, Proof Required."

**Assignment:** A winery may request to be located at a specific location on a first come first serve basis. It is at the Downtown Director's discretion to change spaces as necessary at any given time.

**General Liability Coverage:** Vendors must have Coverage in the amount of \$1,000,000.00. Vendors shall provide their own insurance and must submit a certificate of insurance, naming **the Batavia Business Improvement District and City of Batavia** as additional insureds. Please include with application.

**Mail Insurance Certificates To:** Batavia Business Improvement District, 200 East Main Street, Suite 12, Batavia, NY 14020 --or -- FAX to (585) 815-0233



## BID BUSINESS

**Food Permit:** Prepared food vendors must obtain a valid vending permit from the Genesee County Health Department. Vendor understands no vending activities will be allowed without this permit.

Food Permit Information and Applications are available at: **Genesee County Health Department**, 3837 West Main Street Road, Batavia, NY 14020; (585) 344-2580.

Copies of the insurance certificate and food permit must be included with the application to the B.I.D. Downtown Wine Walk Committee. Vendor must post a copy of the permit in a conspicuous place within the serving area.

**Security / Responsibility of Property:** Vendors are required to insure maximum protection of their property. The B.I.D., Downtown Wine Walk Committee are NOT responsible for any theft or damage to the vendor's space, equipment and or products.

### Vendor Responsibilities:

**Age:** Vendor must have at least one individual of legal age (21 years or older) on site who is responsible for booth space during the Wine Walk event hours.

**Booth Space:** Vendors are responsible for construction / setup of their displays and must provide all equipment and supplies for setup. Walkways are not to be blocked for the safety of patrons and assessable for emergency vehicles.

**Clean Up:** Vendors are required to keep space neat, clear of obstacles, and remove all litter and debris.

**Compliance:** No form of discrimination will be permitted and vendors are expected to be courteous to patrons and staff. Failure to comply with these rules and regulations could result in dismissal from the event.

**Electric:** Vendor must provide own source of electricity (power), which is safe and not disruptive to the other vendors and public.

**Emergency Situations:** Vendor should immediately contact the Downtown Manager and call 911.

**Product Displays:** They should be safe, clean and visually attractive.

**Signage:** Vendors should clearly display their business name and location. Food vendors must post prices of all food. The Wine Walk Committee has the right to limit signage and disallow any sign or promotion it considers inappropriate.

### Grievance Procedures:

All complaints or violations of the rules and regulations must be addressed in writing to the Batavia Downtown Wine Walk Committee. The committee will investigate the compliant(s) and respond accordingly. Mail to: B.I.D., Wine Walk Committee, 200 East Main Street, Suite 12, Batavia, NY 14021.

The Downtown Manager will notify vendors of any violations of the rules and regulations. The Wine Walk will review any violation and determine consequences appropriate to the offenses which include warnings and possible termination of the vendor's rights to sell at the Wine Walk event. A vendor may appeal a decision by the committee by giving written notice and attending a meeting of the Wine Walk.

Beth Kemp  
B.I.D. Executive Director  
200 East Main Street, Suite 12  
Batavia, NY 14020  
585-344-0900 / (Fax) 585-815-0233

BKemp@DowntownBataviaNY.com  
www.DowntownBataviaNY.com