



March 1, 2025

Dear Vendor,

We're gearing up for Irondequoit's 51st 4th of July Celebration, and we'd love to have you be part of it! On July 3rd and 4th, we'll welcome around 20,000 people for two incredible days of live music, a parade, a beverage garden, a street dance, a maker's market, fireworks, and more. This event has been a community favorite for decades, and vendors like you help make it special by bringing unique flavors, products, and experiences to our attendees.

Enclosed is the vendor application packet with all the details you need. To secure your spot, please complete and return your application and payment by **May 1, 2025**. Credit card payments are accepted by calling **585-336-6073**, and all correspondence should be sent to our updated address: **Attn: Tori Kimber, 450 Skyview Centre Pkwy, Suite 200, Rochester, NY 14622**.

Applications will be reviewed based on factors like completeness, timely payment, and required documents. These include:

- **Your Tax ID** (to obtain a NYS sales tax certificate & ID, visit the state website at <https://www.tax.ny.gov/bus/st/register.htm>)
- **Food Trucks and Trailers: Proof of \$1,000,000 general liability insurance coverage**, naming the Town of Irondequoit as additionally insured. A Monroe County Vending Permit
- If you plan to offer food or beverage samples, you must coordinate with the Monroe County Health Department to obtain the proper permit.

Vendors must also provide and set up their own tents, canopies, chairs, tables, and display items.

Important Note: Acceptance is *not* guaranteed, as we carefully curate vendors to ensure a well-rounded mix of offerings. While we aim to notify applicants as soon as possible, final approvals may extend closer to the event date as we finalize vendor selections. Direct sales and multi-level marketing (MLM) vendors (such as Scentsy, Pampered Chef, Avon, etc.) are not eligible for this event.

Food Service Meeting: All accepted food vendors—including returning ones—must attend a mandatory vendor meeting on June 13 from 6:00 to 7:00 PM.

If you have any questions, feel free to email us at specialevents@irondequoit.gov. We appreciate your interest and look forward to the possibility of working together to create another unforgettable 4th of July celebration!

Warmly,

Caitlyn Bailey

Caitlyn Bailey
Special Events Coordinator
Town of Irondequoit, Department of Recreation



VENDOR APPLICATION



July 4th Celebration
 July 3 - 4, 2025
 Irondequoit Town Hall Campus
 1280 Titus Ave, Rochester, NY 14617
 11 AM - 9 PM each day
 (Food Vendors 11 AM-11 PM each day)

Applications Sent to:

Irondequoit Recreation
 ATTN: Tori Kimber
 450 Skyview Centre Pkwy., Suite 200
 Rochester, NY 14622
 specialevents@irondequoit.gov

VENDOR INFORMATION

CONTACT _____ BUSINESS NAME _____

ADDRESS _____ CITY, STATE, ZIP _____

PHONE _____ NYS TAX ID NO. (INCLUDE COPY) _____

EMAIL _____ WEBSITE/ SOCIAL MEDIA _____

EMERGENCY CONTACT _____ PHONE _____

NEW APPLICANT RETURNING VENDOR IRONDEQUOIT VENDOR? YES

NO

BOOTH FEE

Vendor Type	1 Space 10' x 10'	2 Spaces 10' x 20'	Trucks & Trailers
Artisan/Crafter	\$175 <input type="checkbox"/>	\$315 <input type="checkbox"/>	
Commercial Business	\$350 <input type="checkbox"/>	\$700 <input type="checkbox"/>	
Commercial Crafter	\$250 <input type="checkbox"/>	\$500 <input type="checkbox"/>	
Food Concession	\$450 <input type="checkbox"/>	\$850 <input type="checkbox"/>	Food Trucks & Trailers Call for exact pricing <i>Dimensions (including hitch, bumpers, etc.)</i> L: W: H: <i>What side do you serve from?</i>
Non-Profit	\$25 <input type="checkbox"/> <i>Limited Spaces First-Come, First-Served</i>		
MISC. FEES (Limited - Not Guaranteed)	ELECTRIC <input type="checkbox"/> \$25 per 20 amps	CORNER SPACE Additional \$25 <input type="checkbox"/>	

TOTAL: _____

MUST ATTACH A PHOTO OF YOUR BOOTH/ TRUCK!



VENDOR APPLICATION



PRODUCT DESCRIPTION

Please list or attach all items to be sold or distributed at your booth (e.g., merchandise, food, beverages). **Food vendors must attach a proposed menu with prices (below).**

VENDOR TYPE

<input type="checkbox"/> Jewelry	<input type="checkbox"/> Weaving, Leather, & Textiles
<input type="checkbox"/> Mixed Media	<input type="checkbox"/> Woodworking
<input type="checkbox"/> Painting, Drawing, & Graphics	<input type="checkbox"/> Consumable Crafts (Packaged Food, Candles, Lotions)
<input type="checkbox"/> Photography	<input type="checkbox"/> Other
<input type="checkbox"/> Pottery & Ceramics	
<input type="checkbox"/> Sculpture & Glass	

MENU ITEMS & PRICES (PLEASE ATTACH MENU)

Only approved food items may be sold at the festival. Certain items may be limited based on location (i.e., lemonade, kettle corn/popcorn, fried dough). Food vendors list all food items or attach a proposed menu with prices. There will be no menu changes after final approval.

PLEASE CHECK IF OFFERED:

Gluten-Free Vegetarian Vegan Keto

PAYMENT

Checks should be made out to: Town of Irondequoit. Card Payments can be called in at 585-336-6070.

Name on Card: _____

Credit Card Number: _____

Zip Code: _____

Exp. Date: _____

3 Digit Security Code: _____

I, the undersigned am the authorized credit card holder and allow the Town of Irondequoit to charge my account for Festival fees.

Authorized Card Holder _____

Date _____



VENDOR APPLICATION



Vendor Business Name _____ Email _____

Vendor Contact Name (print) _____ Phone _____

Electric Needs

The Town of Irondequoit provides power on a **limited basis**. It is essential to itemize your exact electrical requirements below, as accommodations will only be made for the equipment listed in your application. Power is available through **conventional 3-pin outlets only**. The Town does not supply lights, connectors, or extension cords. All extension cords must meet the following specifications:

- **Heavy-duty, 14-gauge, 3-pin grounded** with all pins intact
- **Outdoor rated** for safe exterior use

Electric cords and wiring must not be placed directly on the ground unless properly protected from physical damage. All cords should be positioned to avoid tripping hazards.

Please clearly indicate your power requirements:

No electricity is required.

Unit (grills, fryer, refrigerator, cooler, freezer, etc.)	Energy's Source	No. Units	Volts	Watts	Amps