



2025 Vendor Information

Location: SUNY Schenectady Community College – West Parking Lot (78 Washington Ave. Schenectady, NY 12305)

Date/Time: Thursday, July 17, 2025 / 4:00 pm to 8:00 pm

About: The 8th Annual “Electric City- Trucks, Taps, Corks & Forks” to benefit Liberty Foundation. This Thursday evening event will feature food from various food truck vendors as well as a craft beer, wine and other vendors. There will be live entertainment and a Kid’s Zone.

Vendor Fees: A completed application and vendor fee must be received no later than June 1, 2025. Vendor Fee is \$100.

Food Truck/ Vendor Application Acceptance Policy: The “Electric City- Trucks, Taps, Corks & Forks” event will take place rain or shine, please be prepared for all kinds of weather. All accepted vendors will receive a confirmation email within two weeks of receiving a completed application and payment.

Set-up, Hours, Teardown: Food Trucks/Vendors may begin to arrive as early as 1:30 pm on Thursday, July 17th. All set up must be completed no later than 3:00 pm. All Food Trucks/ Vendors are required to remain open until 8:00 pm on the event day. There will be NO teardown prior to 8:00 pm.

On Site Resources: All Food Trucks and Vendor must be able to operate independently of any provided resources including water, electrical, refrigeration, and any materials. Vendors are responsible for all set up and clean-up of their vendor space and their immediate area surrounding such space.

Permits: It is the vendor’s responsibility to acquire all needed city and state permits of on-site activation. For more information, email Beverly Salvo at beverlys@libertyarc.org or prschenectadyarc2@gmail.com

Menu: Please limit the total number of menu items to no more than six (6) so lines for attendees are manageable.

Insurance: Every participating food truck/vendor must provide a certificate of insurance that shows General liability coverage including product’s coverage for limits of \$ 1,000,000 per occurrence with a \$2,000,000 aggregate. Auto liability limits of \$ 1,000,000 CSL and Workers Compensation coverage as required by the state of New York. The certificate of insurance will also name Liberty ARC as an additional insured.

Temporary Food Service License: Food Trucks, Vendors, and Alcohol Distributors must provide the City of Schenectady Health Department with all required paperwork per City of Schenectady guidelines.

Questions? Contact Beverly Salvo at (518) 954-3026 or email beverlys@libertyarc.org or prschenectadyarc2@gmail.com