



Vendor Overview/Application

August 17 – 20, 2017

Application Deadline: **Wednesday, June 14, 2017**

Festival Overview:

CelebrateErie 2017 is a multifaceted mix of culture, entertainment, artists and experiences – a chance to dabble, discover and open your mind to a world of music, food, art and fun for three sunny Erie days. Strong local programming features include visual and performing arts, the best of Erie’s culinary offerings, and a broad range of interactive children’s activities.

Festival Dates:

Thursday, August 17, 2017 – Sunday, August 20, 2017

Estimated Attendance:

100,000 – 125,000

Event Operating Hours:

Thursday, August 17 th	5:00 PM – 9:30 PM	Exclusive for Taste of Erie vendors only. ChalkWalk artists begin working.
Friday, August 18 th Saturday, August 19 th Sunday, August 20 th	12:00 PM – 10:00 PM	All vendors open. Please be set up by 11:30 AM each day.

Vendor Space and Responsibilities:

Public sidewalk space is available within East Perry Square and between 5th & State Street and 12th & State Street. Space will be awarded based on the order of applications received and logistical requirements. Vendors will not be placed within the same area as a competitive vendor.

All vendors must be self-contained and are required to provide all booth equipment: tables/chairs, decorations, signage and supplies **including menu items with prices that are visible at all times.**

We encourage cart-like vendor set-ups, unless you have rented a CelebrateErie tent from event management. **Vendors are responsible for all necessary safety precautions including a working fire extinguisher and daily clean up and maintenance of the site assigned.** This includes providing waste/trash containers for your workspace. Maintenance of site is to be kept visually appealing at all times.

Food vendors must provide platforms under any and all freezers and refrigeration units. No wood stoves will be permitted during festival under any circumstances. Vendors must provide ice and cooling equipment as needed.

Food vendors will be required to purchase pop/water through CelebrateErie's exclusive beverage supplier.

Electric:

The City of Erie will provide one 110 electrical hook up at no cost to the vendor. Vendors requesting 220 lines will be billed \$125.00 for each line. Vendor is responsible for providing their own three prong extension cords. **ABSOLUTELY no two prong extension cords are permitted.**

Parking:

All vendors will be allowed to load and unload in front of their space each day. However, **all vehicles must be moved by 11:00 AM each day with NO EXCEPTIONS.** Cars parked along Perry Square or State Street will be towed after 11:00 AM. Side streets between French and Peach will be open for vendor parking (7th Street, 8th Street, 9th Street etc.)

Licenses/Insurance:

Food vendors must provide a copy of a current Erie County Department of Health License. Follow all health department guidelines for temporary food service, including having a certified ServSafe member on-site at all times.

A temporary Food Service Permit will be issued following a favorable inspection prior to the event.

All vendors must provide a copy of insurance naming the City of Erie and Café (Cultural, Arts, Festivals and Events of Erie) as an "additional insured".

All vendors are responsible for obtaining a City of Erie Licensing Permit. This permit is good for one year, (January to December). Permit is good for all City events within the 2017 calendar year. Please see application for more information. Permit is non-refundable.

**CelebrateErie is a rain or shine event.
No refunds will be awarded.**



Vendor Application
August 17 – 20, 2017

Application Deadline: **Wednesday, June 14, 2017**

Type of Vendor: **Food** _____ **Retail** _____

Business Name: _____
 (Please Print)

Contact Name: _____
 (Please Print)

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Cell phone: (____) _____ **Other Telephone:** (____) _____

E-mail: _____

Booth Space Desired:

Booth Space Only: (Vendor provides own tent)

	10' X 10'	\$500
	15' X 15'	\$725
	20' X 20'	\$950

Booth and Tent: (Tent provided by CelebrateErie)

	10' X 10'	\$725
	15' X 15'	\$1050
	20' X 20'	\$1400

****Front row space/exclusive items subject to availability****

***** A \$300 SECURITY DEPOSIT IS REQUIRED WITH THIS APPLICATION
 FOR FOOD VENDORS ONLY *****

**Security Deposit to be returned by mail - upon close/completion
 of the festival and vendor meeting all festival requirements.
 (See rules/regulations)**

Permits: Do you have a current 2017 City of Erie Licensing Permit? _____

If you **do not** have a current permit, please fill out the attached City of Erie Licensing Permit Application and enclose a **separate** check for \$100 made payable to the "City of Erie".
 Permit is non-refundable. (See rules and regulations for CelebrateErie permit information).

Please indicate additional electrical requirements needed: (City of Erie will provide one 110 hook-up at no cost, see rules and regulations for more information).

Please list in detail all items being sold with prices: Be specific with price regarding items items (i.e. 12 oz. Lemonade, \$1.00 each). Menu items must remain the same throughout the event. **NO SUBSTITUTIONS ALLOWED.** (All items are subject to approval).

BOTTLED WATER AND POP PRODUCTS ARE TO BE PURCHASED FROM CELEBRATE ERIE SUPPLIER.

Item: _____ Price: _____

Item: _____ Price: _____

Item: _____ Price: _____

Item: _____ Price: _____

Item: _____ Price: _____

Item: _____ Price: _____

If you have any special requests, concerns, etc., please indicate below:

*(Please use this section to help you complete the application packet.
Failure to fully complete this checklist form may result in denial of participation in this event.)*

- Fill out the CelebrateErie 2017 Vendor application. Include all menu items with prices.**
- Enclose a check made out to CAFÉ for booth space desired.**
- FOOD VENDORS ONLY - Enclose a check made out to CAFÉ for \$300 deposit.**
- Read and sign CelebrateErie Rules and Regulations form.**
- Enclose the City of Erie Licensing Permit application for 2017, if applicable.**
- Enclose a check for \$100 for the City of Erie Licensing Permit.**
Please make check payable to: *City of Erie* Permit is non-refundable.
- Include proof of insurance naming CAFÉ and the City of Erie as additional insured.**
- Make a copy of all forms for your records and return originals (application, rules and regulations, and city permit).**
- Please send completed application to:**

CelebrateErie
626 State Street, Room 500
Erie, PA 16501

If you have any questions, please contact us by emailing cmunro@erie.pa.us or calling (814) 870-1269. You can also check our website for information at celebrateerie.com

Vendor Application

August 17 – 20, 2017

Application Deadline: **Wednesday, June 14, 2017**

VENDOR RULES AND REGULATIONS

Please initial where indicated after reading each rule. Sign and date this form and return this original copy with your application and keep a copy for your records.

____ 1. **PARTICIPATION:** Participation in CelebrateErie is by agreement only. Vendors may not sublet or apportion space to anyone without consent of management.

____ 2. **BOOTH AREA/SPACE:** CelebrateErie event management and the City of Erie determine Booth assignments. Fee includes specific space size as listed on the vendor application. No product or equipment may be displayed outside of the designated area. CelebrateErie will provide a tent for your booth for an additional fee.

Overall booth presentation and operations are subject to event management approval. No animals are allowed in vendor space.

____ 3. **SET-UP/TEAR-DOWN:** Set-up begins no earlier than Thursday at 9:00 AM. Retail vendors are to be placed on grass, others on grass or hard surfaces. Tear down begins promptly Sunday at 10:00 PM. **No exceptions!**

____ 4. **EVENT HOURS:** Taste of Erie (ONLY) participants begin operation at 5:00 PM on Thursday. All other vendors begin operation, Friday at noon and are expected to vend Friday, Saturday and Sunday from 12:00 PM – 10:00 PM. All vendors are required to be ready for business at 11:30 AM each day and must be operational until 10:00 PM, closing time of the day. Vendors are not permitted to sell Sunday past 10:00 PM. **Continuing to sell will result in loss of security deposit.**

____ 5. **FOOD SERVICE OR FOOD HANDLER PERMIT:** PA Department of Agriculture requires all food service handlers to have one ServSafe Certified person on staff at all times. Each vendor who serves food must have a Temporary Food Service Permit for the dates **August 17 – 20, 2017**. A Temporary Food Service Permit will be issued on site following a favorable inspection by a representative from the Erie County Health Department. Vendors must agree to comply with all of the guidelines as required by the Erie County Health Department. No vendor will be permitted to operate without a Temporary Food Service Permit and a ServSafe Certified staff member on-site. Permit must be visibly posted. **No exceptions.**

____ 6. **INSURANCE:** All vendors agree to provide CAFÉ and the City of Erie a Certificate of Insurance evidencing General Liability insurance with minimum limits of \$1,000,000 each occurrence and \$2,000,000 general aggregate. Automobile liability insurance will be provided with a combined single limit of insurance of \$1,000,000. The Certificate of Insurance will also show evidence that Workers Compensation insurance has been purchased with statutory limits. Said Certificate of Insurance must name CAFÉ and the City of Erie as an additional insured. Proof of insurance **must** be received by application deadline to be considered as an authorized concessionaire. The policy terms provided on the Certificate must include the CelebrateErie event dates. If policy term expires before the event dates, a replacement certificate must be provided. Failure to supply the required insurance will result in loss of all deposits and fees and the vendor will not be permitted to participate in CelebrateErie 2017.

____ 7. **PRICING:** All vendors selling food are required to submit their listings of food offerings and prices to CelebrateErie event management with their application. The prices and food offerings will then be approved and enforced by the event staff. **All food concession vendors must post prices for all products on a menu or a marquee board legible and in plain view of the customer.** All retail/merchandise vendors are to have prices clearly marked on all items. The items as listed on this contract are the **only** items permitted for sale and must remain constant throughout event.

____ 8. **ELECTRICITY AND WATER:**

- a) **Food Vendor:** Vendor shall bring a minimum of 150 ft. appropriate heavy-duty ground fault electric cord and required connectors. If vendor will be using electric fryers/cookers or hotboxes, vendor will provide 220 volt panel with appropriate cable (minimum 100 ft.) and appropriate connectors. Hydrant water will not be available. Vendor shall provide white "Drinking Water Safe" hose and "T" connector. Food vendors are provided a maximum of 40 AMPS. Any additional amperage used will result in a fee of \$5 per AMP and must be requested by August 1, 2017. The City of Erie will provide one 110 electrical hook up at no cost to the vendor. Vendors requesting 220 lines will be billed \$125 for each 220 line.
- b) **Retail Vendor:** Any electric needed for use of machinery will result in an additional fee of \$25 and must be requested (with payment) with this application. No two-prong extension cords are permitted. All extension cords must be of the heavy-duty, three-prong outdoor type.

- c) **Electricity:** Electricity will be provided starting **Thursday**, for all vendors. (With the exceptions of Taste of Erie participants.)

___ 9. **GARBAGE:** Vendor shall place bulk garbage and trash in closed plastic bags behind booth. Event personnel will pick up bags and residual debris on a continuous basis during CelebrateErie. Vendors will keep all surfaces, food service areas, and back-area clean and free of debris at all times. All persons handling food must wear appropriate clothing and vinyl or latex gloves. The vendor is responsible for removing all debris at the event close. This action includes bread crates, grease in containers, zip-ties, tarpaper and any other items not present prior to space occupation by the vendor. Failure to do so will result in loss of security deposit (\$300).

___ 10. **GREASE & WASTE WATER:** Barrels for each will be clearly marked and placed at the booth areas where applicable. Plywood lids are available to eliminate improper disposal of waste products by passersby. Vendor will not put any solid debris in the grease barrels and/or wastewater receptacles. All grease, ash, and wastewater barrels are to be located within the necessary distance from the curb for daily gray water removal. No grease or wastewater may be dumped on the ground or in the drains. CelebrateErie will not be responsible for any vendor using other than the supplied grease and wastewater barrels. If this occurs, the vendor will be responsible for their own disposal and any associated fees. Ash is not an acceptable form of waste and is not allowed during the event. Any conditions not adhered to will result in loss of your security deposit (\$300).

___ 11. **SUPPLY VEHICLE:** Vehicles may be unloaded each day near vending site however; vehicles may not remain parked around Perry Square. All vehicles are to be removed from the immediate area by 11:00 AM each day. Parking is available within close proximity on side streets and ramps. Parking will not be available on North or South Park Row during the event. Failing to follow this regulation will result in your vehicle being ticketed and towed.

___ 12. **DELIVERIES:** CelebrateErie staff requires all deliveries to be completed prior to 10:30 AM.

___ 13. **REFUNDS:** No refunds will be issued once the application has been submitted.

___ 14. **SECURITY DEPOSIT: (FOOD VENDORS ONLY)** A security deposit of \$300 payable to CAFÉ will be paid by the vendor and submitted with application. Security deposit will be returned following favorable final inspection of your area after the event.

___ 15. **INCLEMENT WEATHER:** CelebrateErie will be held rain or shine.

___ 16. **EVENT SECURITY:** Security is provided on the grounds. However, neither CAFÉ, CelebrateErie event management nor the City of Erie can assume responsibility for any loss due to damage or theft. Vendor is responsible to secure your area at the close of each day. **Security for the event begins on Thursday, (No Exceptions).**

___ 17. **VENDOR LICENSING PERMIT:** The City of Erie requires a licensing permit for operation. This permit is good for one year (January to December). If you have a current 2017 City of Erie Licensing Permit, please indicate on your application. If you do not have a current 2017 City of Erie Licensing Permit, please fill out a 2017 application and attach with your application. Please include a separate check for \$100 made out to the *City of Erie*. Permit is non-refundable.

___ 18. **PENALTY:** Any person violating any provision of this article shall be fined the amount of their security deposit (\$300). The City of Erie reserves the right to reject any applicant deemed to be falsifying information on this form. All fees non-refundable.

CAFÉ and the City of Erie reserves the right to make changes in the CelebrateErie Rules and Regulations as the need arises at its sole and exclusive discretion and TENANT agrees to abide by the same. Non-Compliance with these Rules and Regulations as may be amended may result in the termination of Tenant's contract and may prohibit participation exhibit at future CAFÉ events.

Hold Harmless Agreement: Tenant agrees to Hold Harmless, the City of Erie and its owners, agents and employees and CAFÉ, and its board, agents and employees responsible from suits, claim, damages, personal injuries and loss or damaged property sustained during the period of set-up, execution, and tear-down of this event. Tenant agrees to Hold Harmless, defend and indemnify the City of Erie and its owners, agents and employees and CAFÉ, its board, agents, and employees from any suits, claims, damages, personal injuries, losses, or damaged property arising from the negligence, recklessness, or intentional conduct of TENTANT OR TENANT'S owners, agents or employees.

Please sign: _____ Date: _____
Company Name: _____

CITY OF ERIE
CELEBRATE ERIE
2017 LICENSING PERMIT APPLICATION

Aug 17th, 18th, 19th 20th
VALID FOR 1 CALENDAR YEAR (JANUARY 1 – DECEMBER 31)

FOR INTERNAL USE ONLY	
PHOTO I.D ISSUED:	
LICENSE ISSUED:	
PROOF OF INSURANCE	
YES	NO
HEALTH DEPT. ARRPROVAL	
YES	NO

FEE: \$100.00 (non-refundable) DATE: _____

TYPE OF MERCHANDISE: _____

YOUR NAME: _____ PHONE#: _____
ADDRESS: _____
DATE OF BIRTH: _____ SOCIAL SECURITY #: _____

EMPLOYER NAME: _____ PHONE #: _____
ADDRESS: _____
LENGTH OF EMPLOYMENT _____ YEARS _____ MONTHS

DESIRED LENGTH OF PERMIT: CELEBRATE ERIE 2017

VEHICLE MAKE: _____ MODEL & YEAR _____
VEHICLE PLATE #: _____ DRIVERS LICENSE #: _____

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME, MISDEMEANOR OR VIOLATION OF ANY
MUNICIPAL ORDINANCE?
____ NO ____ YES NATURE OF CONVICTION : _____

LOCATION OF SET UP: _____

REMARKS: _____

APPLICANT'S SIGNATURE

LICENSING OFFICER

CHIEF OF POLICE

DIRECTOR OF PUBLIC WORKS,
PROPERTY & PARKS

**PLAZAS, MALLS AND OTHER PRIVATE PROPERTY WRITTEN PERMISSION IS REQUIRED
FROM THE OWNER PRIOR TO SUBMISSION OF THE APPLICATION.**

ADDED FEE FOR USE OF CITY ELECTRIC.

Copy of insurance must be on file (please see back cover)
PLEASE SEND SIGNED APPLICATION AND FEE TO:

**CITY OF ERIE
626 STATE STREET, ROOM 507
ERIE, PA 16501**

FOR QUESTIONS, PLEASE CONTACT DAVE ROCCO AT 870-1253