



2012 CelebrateErie
Vendor Overview/Application
CelebrateErie is a rain or shine event!

Deadline: Monday, July 2, 2012

Festival Overview:

CelebrateErie 2012 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 16, 2012 – Sunday, August 19, 2012

Estimated Attendance:

100,000 - 125,000 people

Event Operating Hours:

Thursday, 5:00 PM – 10:00 PM – (Taste of Erie opens the event. ChalkWalk artists begin working.)
Friday, Saturday and Sunday, 12:00 PM – 10:00 PM (All other vendors)
(All vendors should 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.

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 work space. Maintenance of site is to be kept visually appealing at all times.

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.

Vendor will be required to purchase pop and water through the 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. **No two prong extension cords are permitted.**

Parking:

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:

All 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 Server Safe member on-site at all times.

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

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

Vendors are responsible for obtaining a City of Erie Vending Permit. This permit is good for one year, (January to December). Permit is good for all City events within the 2012 calendar year. Vendors will be provided with a "special events" CelebrateErie Vending Permit that is only good for this event. Please see application for more information.

Participation:

If you are interested in participating in the 2012 CelebrateErie festival, please fill out the Vendor Application Packet found on our website, www.celebrateerie.com. Please call 814-870-1269 with any questions.

No refunds will be awarded.

2012 CelebrateErie

Vendor Application

August 16th – 19th, 2012

Deadline: July 2, 2012

(Once packet is complete, please make a copy for your records and send back original)

Type of Vendor: Food _____ Retail _____

Business Name: (Please Print) _____

Contact Name: (Please Print) _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Telephone: (____) _____ Evening Telephone: (____) _____

E-mail: _____

Booth Space Desired:

Booth Space Only: (Vendor provides own tent)

- 10' X 10' (\$450)
- 15' X 15' (\$675)
- 20' X 20' (\$900)

Booth and Tent: (Tent provided by CelebrateErie)

- 10' X 10' (\$675)
- 15' X 15' (\$1000)
- 20' X 20' (\$1350)

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

****A \$300 SECURITY DEPOSIT IS REQUIRED WITH THIS APPLICATION, FOR FOOD VENDORS ONLY. Deposit will be returned by mail upon completion of festival and vendor meets all requirements. (See rules/regulations)**

Permits: Do you have a current 2012 City of Erie Vending Permit? _____

If you have a current 2012 City of Erie Vending Permit, you will receive a CelebrateErie "Special Events" permit that you will post for this event only.

If you **do not** have a current permit, please fill out the enclosed City of Erie Vendor Permit application and enclose a separate check for \$100 made out to "City of Erie". (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: Please be specific with price regarding 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 CelebrateErie supplier.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

If you have any special requests, concerns, etc., please indicate below. We try our hardest to accommodate everyone. Once we have received your **completed** application, we will forward you any important information regarding the CelebrateErie event.

(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 Vendor application completely. Include all menu & product items with prices.**
- Enclose a check made out to C.A.F.E. for booth space desired.**
- Enclose a check made out to C.A.F.E. for \$300 deposit for FOOD Vendors.**
- Read and sign CelebrateErie Rules and Regulations form.**
- Enclose the City of Erie vending permit application for 2012, if applicable.**
- Enclose a check for \$100 for the City of Erie vending permit made out to: *The City of Erie*, if applicable.**
- Include proof of insurance naming C.A.F.E. and the City of Erie as additional insured.**
- Make a copy of all forms for your records.**
- Please send completed application to: City of Erie
c/o David Rocco
626 State Street, Room 507
Erie, PA 16501**

If you have any questions regarding this application, please call Meg Miller at (814)-870-1269

CelebrateErie 2012
August 16-19, 2012
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**: Booth assignments are determined by CelebrateErie even management and the City of Erie 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** participants begin operation at 5:00 PM on Thursday. All other participants begin operation, Friday, Saturday and Sunday from 12:00 PM until 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 Serve Safe Certified person on staff at all times. Each vendor who serves food must have a Temporary Food Service Permit for the dates **August 16th-19th, 2012**. 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 Serve Save Certified staff member on-site. Permit must be visibly posted. **No exceptions.**

_____ 6. **INSURANCE**: Vendors agree to provide C.A.F.E. 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 C.A.F.E. 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 the 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 2012.

_____ 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 marquis 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, 2012. 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 exception of Taste of Erie participants).

_____ 9. **GARBAGE:** Vendor shall place bulk garbage and trash in closed plastic bags behind booth. Bags and residual debris will be picked up on a continuous basis during CelebrateErie by event personnel. 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, tar paper 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 passers by. Vendor will not put any solid debris in the grease barrels and/or waste water receptacles. All grease, ash, and waste water barrels are to be located within the necessary distance from the curb for daily gray water removal. No grease or waste water 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 waste water 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 the 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 C.A.F.E. 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 C.A.F.E., 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 PERMIT:** The City of Erie requires a vendor permit for operation. This permit is good for one year (January to December). If you have a current 2012 City of Erie Vending Permit, please indicate on your application. If you do not have a current 2012 City of Erie Vending Permit, please fill out the enclosed application and attach with your application. Please include a separate check in the amount of \$100 made out to The City of Erie. You will receive a CelebrateErie "Special Events" permit prior to the event that is good ONLY FOR THE CELEBRATEERIE EVENT.

_____ 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.

C.A.F.E. 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 C.A.F.E. events.

Hold Harmless Agreement: Tenant agrees to Hold Harmless, the City of Erie and its owners, agents and employees and C.A.F.E., 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 C.A.F.E., 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
DEPARTMENT OF PUBLIC WORKS
2012 LICENSING PERMIT APPLICATION
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

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: _____

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 SEND SIGNED APPLICATION AND FEE TO:

CITY OF ERIE

626 STATE STREET, ROOM 507

ERIE, PA 16501

FOR QUESTIONS PLEASE CONTACT DAVE ROCCO AT 870-125

***PLEASE NOTE: Failure to answer all questions above may result in immediate denial of application.**

Copy of insurance must be on file.