

2017



# 2018 PRODUCT VENDOR APPLICATION

On September 1-3, 2018 the City of Harrisburg will host Kipona on Riverfront Park. This three-day free event will feature live music, activities for children, fireworks, artist village and much more!

## APPLICATION CHECKLIST:

- \_\_\_ Product Vendor Application Form (Please fill completely)
- \_\_\_ Photo of your stand

Dates: Saturday, September 1st through  
Monday, September 3rd

Place: City Island and Riverfront Park, Harrisburg

Street Closure: Front Street will close Friday, August 31 – 7:00am

Vendor Set-up: Friday, August 31 from 10:00 am - 6pm  
Saturday, September 1 from 8am - 10am

Sell Time: Saturday, September 1st 11:00am – 8:00pm  
Sunday, September 2nd 11:00am-8:00pm  
Monday, September 3rd 11:00am-7:00pm

## Important Deadlines

### Early Registration Deadline

April 20, 2018

### Registration Deadline:

May 20, 2018

### Vendor Acceptance Notification

Will be sent on or before

June 22, 2018

### Vendor Payment

Due on or before August 17, 2018

Please email completed applications to:

Megan Roby  
Marketing & Events Manager  
mmroby@harrisburgpa.gov

For questions regarding the Kipona Festival or application, please contact Megan Roby at 717-255-3169 or mmroby@harrisburgpa.gov.



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Proposals will be reviewed by the City and vendors for the event will be selected based on a number of criteria, including: proposed items, electrical requirements, space requirements, completeness of proposal, quality of items, appearance of stand, adherence to festival rules and references.

Preference may be given to event sponsors, City businesses, uniqueness of product and the order in which proposals are received. All vendors must include a picture of your stand with your proposal. If you are a new vendor you must include a minimum of two references from a minimum of two other events. All non-compliant applications will be returned as incomplete.

When completing an application, please carefully consider the following:

1. Submitting a proposal does NOT guarantee you a space. A vendor permit is a privilege, not a right.
2. Having been accepted in past festivals does NOT guarantee you a space, seniority or any special acceptance privileges.
3. Pre-festival and event sales: Unless specifically requested and approved, the sale of items is prohibited until the official commencement of the festival on Saturday, September 1 at 11am.
4. Applications for more than one space: Vendors may submit applications for more than one vending space, providing that the two locations requested offer different items. Acceptance of two different vending proposals from the same vendor does not indicate that the stands will be adjacent to one another. Stands will be arranged within the festival or event based upon the nature of the items offered. Vendors should make sure they have the resources and staff to operate two vending locations before they apply.
5. Vending Permits are not transferable by sale or trade. If a vendor sells or transfers title to their business after being accepted in a City event, the letter of acceptance and any event permits issued by the City will be null and void.
6. Vendors may only sell the items listed on the application. New items may not be added after acceptance has been granted. Vendors must post prices for all items as listed in the application. Any vendor who does not post pricing or who changes prices from those submitted will be removed from the festival with no reimbursement of vendor fees, and will not be invited to submit proposals for future events.
7. Vendors who fail to comply with incentive agreements will be penalized in accordance with the agreement and not be invited to submit proposals.
8. Accepted vendors must have a valid City of Harrisburg Mercantile License. Obtaining these licenses will not guarantee acceptance. Vendors that do not vend at other events in Harrisburg are advised to wait until they have been accepted to purchase the license.

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9. Once accepted, vendors may not increase the size of their vending space, nor bring supply vehicles that require more space than available behind the vending space.
10. Leaving prior to festival conclusion: Vendors who have exhausted supplies or are eager to travel, may not leave prior to the official end time of a festival, unless dismissed by the event coordinator(s). Vendors who do not adhere to event published festival vending times will not be invited to submit proposals for future events.
11. Cancellation of festival or festival areas due to weather or emergencies: In the event that severe weather or a declared state of emergency results in the cancellation of any or all festival days or limits festival hours of operation on certain days, **NO REFUNDS WILL BE ISSUED BY THE CITY FOR ANY REASON.**
12. Notification of Acceptance: After receipt of fee, no refund of vendor payment(s) will be made to any vendor under any circumstances. All cancellations must be submitted in writing 7 days before the scheduled start of the event. Regardless of the cancellation date, the vendor is still responsible for paying event rent for contracted amount.
13. **Front Street Event Traffic Control Rules:**
  - a. **Once Front Street is closed to Traffic, event traffic shall be limited to accessing Front Street from State St and exiting at Walnut St.**
  - b. The Left lane / Fast Lane of Front Street shall remain clear of parked vehicles at all times. This lane is designated as a Fire Lane during events.
  - c. The speed limit on Front St and in the Park during event closures shall be 15MPH
  - d. From the designated start time until the designated end time of the event vehicle traffic on Front St and in the Park shall be limited to Emergency Vehicles Only. No Vendors will be allowed to move vehicles in the event area during operating hours.

### 14. Parking Rules:

For safety reasons, **no parking will be permitted on Festival grounds. Trucks, trailers and support trailers must be un-hitched and parked off-site.** A discounted special event parking rate of \$10 per day will be offered in the Market Square garage. Metered street parking is available at no charge on Sunday & Monday. Four hours of free street parking is available using the code "LUVHBG" in the ParkMobile App. Please contact the event coordinator (s) at least two weeks in advance of the festival if you require handicapped parking. A limited number of vendor spaces will be available that include vendor parking. Contact the event coordinator, prior to submitting an application, regarding vendor spaces with parking.

### 15. Tent staking directive

Effective January 1, 2018, the practice of using stakes to secure tents in any City of Harrisburg park, playground or right-of-way will no longer be allowed. All tents used for any event in a City park, playground or right-of-way shall be free standing. The use of ballast blocks, water barrels or other weights will be permitted as long as it done per the tent manufacturer recommendations and done in a safe manner. Tents with stakes shorter than 6 inches in length will be permitted.

### **LIABILITIES & INSURANCE**

All approved vendors will need to provide the following coverage if accepted. Proof of Insurance needs to be provided at least 2 weeks prior to vendor arriving on-site.

#### **Additional Named Insured**

The vendor shall furnish the City of Harrisburg one (1) copy of a Certificate of Insurance issued by an insurance carrier having a minimum of an "A" rating and a financial class size VII as defined by the AM Best Rating Guide for coverages required, with the City named as an additional insured for all coverages, other than Workman's Compensation and Employers Liability. This Certificate of Insurance shall reflect the actual amount of insurance in force. It should not reflect the minimum insurance requirements required by this bid specification. The contractor shall also provide the City of Harrisburg with an endorsement specifying the City, its employees, officers and officials as additional insured using ISO form B, 20-10 edition 11/85.

#### **Accident Notification**

In the event of an accident of any kind which involve the general public and or private or public property, the vendor shall immediately notify the Director of Community & Economic Development and shall provide a full accounting of all details of the accident. The vendor shall furnish the City with copies of all reports of such accidents at the same time that the reports are forwarded to other interested parties.

#### **Indemnity Agreement**

The vendor shall indemnify and save harmless the City of Harrisburg and their officers, agents and employees from any and all liability, losses or damages, including attorney's fees and cost of defense, the City may suffer as a result of claims, demands, suits and actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of the operations of the Vendor under this contract including operations of any Sub-vendors, and the Vendor shall at his or her own expense appear defend and pay all charges of attorney's and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgments shall be rendered against the City in any such act, the Vendor shall, at his or her own expense satisfy and discharge same. The Vendor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by the vendor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City herein provided.

In event of any conflict between the language of the insurance policy(s) and the above recited indemnity agreement, the indemnity agreement shall govern.

#### **Insurance**

Policy Cancellation/Change Notice - The Vendor shall furnish a certified copy of the insurance policy(s) to the City upon request. The policy(s) shall provide, in the event the insurance should be changed or cancelled, such change or cancellation shall not be effective until sixty (60) days after the City has received notice from the insurance company(s). Such notice shall be mailed to the Director of DPRE and Risk Manager, City of Harrisburg, 10 N. Second Street, Harrisburg, PA 17101. Only an insurance company having at least an "A" Policyholders rating with a financial class size VII as listed in the most recently published Alfred M. Best and Company Insurance Guide, will be considered acceptable.

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### PARK ELECTRIC RULES

1. The City of Harrisburg reserves the right to disconnect power to any vendor or event that is not in compliance with these rules, City / State / Federal codes, or that poses a safety hazard. The City will not be responsible for any damage to electric equipment or loss of food or revenue as a result of power being disconnected.
2. The City's temporary electric power system is designed for use during dry conditions. In the event of rain the City may, at its discretion, disconnect all power.
3. In the event of rain or lightning the city may be unable to disconnect temporary direct feed connections when requested. As soon as conditions improve to a safe level, staff will begin any requested work.
4. The City can provide 2 types of electric connection
  - a. 120 Volt 30 Amp 4 connection standard outlet box



- b. Direct connection of vendor supplied cable to panel. 120 Volt or 240 Volt connections.
5. The City is only responsible to provide electric power at our panel locations. Requested standard outlet boxes will be at the base of the panel. It is the vendors responsibility to provide all cords needed to reach the panel locations.
6. All electric cords used during an event must be heavy duty outdoor rated 10/3 grounded cable.
7. Any electric cord or hose that are run over a hard surface (sidewalks, pathways or roadways) must be run in a cord ramp. Taping cords down is no longer an approved method. Ramps can be rented from the City, if needed, at a rate of \$10 per day per ramp section. Ramps must be used across the entire surface.



8. All electric connections will be disconnected at the scheduled end time of the event. Connections can't be left on without prior arrangements.

### WATER USAGE:

The City **WILL NOT** be able to provide you with access to water. Vendor must provide all necessary water, connections, filters and hoses for vendor water use. Please plan accordingly. **Access to water can be made through Capital Region Water by calling 717-236-4098.**

### ANCILLARY ITEMS:

Vendors are responsible for any of the following items needed to provide their service to our customers: Tenting, signage, Folding Tables, Chairs, Lighting, and Runners to cover electrical cords causing a public safety hazard. However, there will be some tables and chairs in staged areas.

### VENDOR SETUP:

All vendors must be available to set up when the City of Harrisburg event staff is on-site.

#### Vendor set-up hours include:

Friday, August 31 - 10am - 6pm

Saturday, September 1 - 8am - 10am

(all vendors must be set-up by 10am and vehicles removed from festival grounds)

Access to the vendor site will NOT be available after 6pm on Friday, August 31 or before 8am on Saturday, September 1. Please plan accordingly.

2018



## 2018 PRODUCT VENDOR APPLICATION

Please complete and return this form to Megan Roby at [mmroby@harrisburgpa.gov](mailto:mmroby@harrisburgpa.gov). All applications must be submitted electronically.

### VENDOR INFORMATION:

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

Organization Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ (day) \_\_\_\_\_ (cell)

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

Website (if applicable): \_\_\_\_\_

### PRODUCT PRICES & COSTS

No political products of any kind may be sold or displayed at the festival. Please be specific with products sold to ensure you are not placed next to a competitor!

Products to be sold: \_\_\_\_\_

\_\_\_\_\_

General Pricing: \_\_\_\_\_

\_\_\_\_\_

Selling Product:    Yes    No

### SPACE REQUIREMENT:

10' X 10' - \$200

15' X 15' - \$300

20' X 20' - \$400

**VENDOR FEES WILL INCREASE BY  
\$50 AFTER APRIL 20, 2018!**

**ELECTRIC USAGE:**

Volts - Amps – Quantity

Equipment (description)

110V	- 20	_____	_____
	- 30	_____	_____
	- 40	_____	_____
	- 50	_____	_____
	- 60	_____	_____
	- 70	_____	_____
	- 80	_____	_____
220V	- 20	_____	_____
	- 30	_____	_____
	- 40	_____	_____
	- 50	_____	_____
	- 60	_____	_____
	- 70	_____	_____
	- 80	_____	_____

**READ BEFORE SIGNING:**

**Festival Rules & Regulations:**

Vendors will adhere to all rules and regulations of Harrisburg City Festivals listed within this application. The appearance and conduct of the vendor and their staff will be in keeping with the image and purposes of the City of Harrisburg. If a vendor is in violation of any of the requirements of this permit or the festival rules and regulations, the festival producer reserves the right to terminate this permit at any time.

Please sign and return to Megan Roby at [mmroby@harrisburgpa.gov](mailto:mmroby@harrisburgpa.gov). By signing below, I agree to all vendor rules as listed in this application including parking, traffic and electric rules.  
**ALL FORMS MUST BE SUBMITTED ELECTRONICALLY!**

\_\_\_\_\_  
VENDOR SIGNATURE

\_\_\_\_\_  
DATE