

The City of Harrisburg Presents



Saturday, November 17

Sponsored by Visit Hershey & Harrisburg

*Application
Deadline:
October 5*

2018 Food Vendor Application

The City of Harrisburg is now accepting proposals for the sale of food items during our Holiday Parade, which will take place on **Saturday, November 17, 2018** in Downtown Harrisburg. **We will only be accepting a small number of vendors for this event.**

Proposals will be reviewed by the City and vendors for the event will be selected based on a number of criteria, including: proposed food items, completeness of proposal, quality of food items, appearance of stand, adherence to parade rules and references. Food vendors will be located on Market Street or State Street.

Preference may be given to event sponsors, City businesses, uniqueness of food 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. Unless specifically requested and approved, the sale of food is prohibited until the official commencement of the Parade sales time.
4. Applications for more than one permit. Vendors may submit applications for more than one vending space, provided that the two applications requested offer different items.
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. **Payment for the vendor fees will be due on October 19, 2018.** No exceptions will be made. Checks should be made payable to the Harrisburg Downtown Improvement District and mailed to 10 N 12th St, Suite 405, Harrisburg PA 17101.
7. Vendors may be placed in either the Market Street or State Street location. The parade route is Market to Second, Second to North, North to Front, Front to Market.
8. NO ELECTRIC or access to water will be provided.



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 this menu or who changes prices from those submitted will be removed from the parade area with no reimbursement of vendor fees, and will not be invited to submit proposals for future events.

7. Accepted vendors must have a valid City of Harrisburg Health License and 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 these licenses. For more information about licensing, please contact Janelle Fedock at 717-255-6513 or jefedock@harrisburgpa.gov.

8. Once accepted, vendors may not increase the size of their vending space, nor bring supply vehicles that require more space.

9. Leaving prior to event conclusion: Vendors who have exhausted food supplies or are eager to travel, may not leave prior to the official end time, unless dismissed by the event coordinator(s). Vendors who do not adhere to event published vending times will not be invited to submit proposals for future events.

10. Cancellation of parade 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 parade days or hours, **NO REFUNDS WILL BE ISSUED BY THE CITY FOR ANY REASON.** The parade is rain or shine.

11. Notification of Acceptance: You will be notified of the status of your application following submission. Vendor fees must be submitted to the City no later than 10 days after receipt 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 cancellation date, the vendor is still responsible for paying event rent for the contracted amount.

Parade Schedule

9am - arrival

10am - Pre-parade sales begin

12pm - Parade begins

3pm - Parade sales end

2018 Holiday Parade Food Vendor Application

Please enter all pertinent information in the spaces below.

Food Vendor Application

Organization Name: _____

Primary Contact Person: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Authorized Official to be in Attendance _____

Corporate/Federal Tax I.D. Number _____

Do you reside in the City of Harrisburg? (Working or owning property in the City of Harrisburg does not apply)
Yes No

If yes, give full residential street address:

Vendor Permit Fees

\$250 (All vendors)

Food Prices & Cost

Menu selections may not exceed the number of blank menu spaces on this form. Do not attach additional menus to the application.

Food items to be sold:	Price(s) of item	Gluten Free	Vegan
1) _____	_____		
2) _____	_____		
3) _____	_____		
4) _____	_____		
5) _____	_____		

Additional information that will help us understand what makes your food item special:

List verbiage of all display advertising as it relates to your sales items (attach page if necessary):

Please list the dimensions of your truck: Height Length Width

Submitted by:

Date:

Application check-list:

___ Application must be completely filled out

___ Photo of your truck

___ Vendor permit fee payment. Please make all checks payable to the Downtown Improvement District. Checks should be sent to the City of Harrisburg - 10 N 2nd Street, Suite 405 Harrisburg, PA 17101.

___ Certificate of Insurance listing the City of Harrisburg as additional insured.

All applications must be sent via email to:

Cortney Ranck-Cameron

Marketing & Events Assistant

clrankcameron@harrisburgpa.gov

All applications must be received by **Friday, October 5, 2018.**