



2019 Non-Profit Vendor Application

On Saturday, March 2, 2019, The City of Harrisburg will host the 2nd annual Ice & Fire Festival in Downtown Harrisburg. This one-day, free event will feature ice sculptures, ice skating rink, food trucks, live music, carnival games, vendors and more. The event drew in nearly 10,000 attendees last year and is expected to draw an even larger crowd in 2019.

APPLICATION DEADLINE: MONDAY, FEBRUARY 4

Submit your completed application to Marketing and Events Assistant Cortney Ranck-Cameron at clranckcameron@harrisburgpa.gov. Please ensure a photo of your vendor display is included.

ACCEPTANCE

You will be notified by email on or before February 8 if your application has been accepted. Once accepted, please complete the steps below by February 15.

- ___Email your certificate of insurance listing the City of Harrisburg as additionally insured to clranckcameron@harrisburgpa.gov.
- ___Email Licensing Coordinator Janelle Fedock at jefedock@harrisburgpa.gov to obtain your vendor permit or ensure that it is up to date.
- ___Mail your payment to the address below. Checks should be made payable to The City of Harrisburg.
Cortney Ranck-Cameron
10 North Second Street
Suite 405
Harrisburg, PA 17101

EVENT SCHEDULE: SATURDAY, MARCH 2

- 10am-12pm - Set Up
- 1pm - Sales Begin
- 9pm - Sales End



VENDOR APPLICATION RULES AND POLICIES

1. Submitting an application does NOT guarantee you a space. The City will be accepting a limited number of vendors for this event. Having been accepted in past festivals does NOT guarantee you a space, seniority or any special acceptance privileges. Applications will be reviewed by the City and vendors will be selected based on a number of criteria, including: proposed items, completeness of application, space requirements, appearance of stand, and adherence to rules. Preference may be given to event sponsors, City businesses, uniqueness of items and the order in which applications are received. 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.
2. Unless specifically requested and approved, the sale of items is prohibited outside the 1-9pm sales time frame.
3. 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 a 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.
4. 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.
5. Vendors may only sell the items listed on their application. New items may not be added after acceptance has been granted. Vendors must post prices for all items as listed in their application. Any vendor who does not post their pricing or who changes prices from those submitted will be removed from the event area with no reimbursement of vendor fees, and will not be invited to submit proposals for future events.
6. All vendor spaces will be located in the streets. If you are using a tent, it must be weighted down. No tables, chairs, weights, or other supplies will be provided for your space.
7. Accepted vendors must have a valid City of Harrisburg Mercantile License. Obtaining this license 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.
8. Once accepted, vendors may not increase the size of their vending space, nor bring supply vehicles that require more space.
9. Vendors who have exhausted supplies or are eager to travel, may not leave prior to the official end time of the event, 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. This is a rain or shine event. In the event that severe weather or a declared state of emergency results in the cancellation of the festival or hours, **NO REFUNDS WILL BE ISSUED BY THE CITY FOR ANY REASON.**
11. Once accepted to the festival, your vendor fees must be submitted to the City no later than 10 days after receipt of acceptance. 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 their vendor fee for the contracted amount. After receipt of fee, no refund of vendor payment(s) will be made to any vendor under any circumstances.
12. **NO ELECTRICITY** is available to vendors for this event.
13. For safety reasons, **NO PARKING** will be permitted on festival grounds. Support vehicles and 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.

LIABILITIES AND INSURANCE COVERAGE

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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Please enter all pertinent information in the spaces below.

Organization Name: _____

Primary Contact Person: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Authorized Official to be in Attendance _____

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:

Product Prices & Cost

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!

Selling Product: Yes No

items to be sold or on display: _____

General pricing: _____

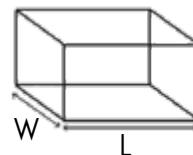
Space Requirements

10x10 - \$50

I would like to request a larger space: Length _____ Width _____

*Pricing for larger spaces will be determined by the event staff.

Availability is not guaranteed.



Do you plan to use a generator for this event: Yes No

READ BEFORE SIGNING:

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 Cortney Ranck-Cameron at clranckcameron@harrisburgpa.gov. By signing below, I agree to all vendor rules as listed in this application including parking, payment and electric rules.

ALL FORMS MUST BE SUBMITTED ELECTRONICALLY!

Submitted by:

Date:
