

Taste of Independence

JULY 4TH FOOD TRUCK FESTIVAL



2019 Food Truck Vendor Application

On Thursday, July 4, 2019, the City of Harrisburg will host the “Taste of Independence” Food Truck Festival and Fireworks” in Riverfront Park. This free, one-day event will feature music, activities for children, delicious food and the largest fireworks display in Central PA. This free event attracts 35,000 visitors from across the region.

APPLICATION DEADLINE: FRIDAY, APRIL 5

Submit your completed application to Marketing and Events Assistant Cortney Ranck-Cameron at clranckcameron@harrisburgpa.gov by April 5. The early registration discount is valid for applications submitted by March 15.

ACCEPTANCE

You will be notified by email starting on Monday, March 18 if your application has been accepted. Once accepted, please complete the steps below by Friday, May 10.

- __ 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: THURSDAY, JULY 4

- 10am-2pm - Set Up
- 3pm - Sales Begin
- 9pm - Sales End



VENDOR APPLICATION RULES AND POLICIES

1. Submitting an application does NOT guarantee you a space. Having been accepted to 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 food items, completeness of application, quality of food items, appearance of stand, and adherence to rules. Preference may be given to event sponsors, City businesses, uniqueness of food 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 food is prohibited outside the 3-9pm sales time frame.
3. Vendors may submit applications for more than one vending space, providing that the two locations requested offer different menu 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 event based upon the nature of the menu 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 to 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 menu 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. 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.
7. Once accepted, vendors may not increase the size of their vending space, nor bring supply or support vehicles that require more space.
8. Vendors who have exhausted food 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.
9. 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.**
10. 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. Access to water at this event can be made through Capital Region Water by calling 717-238-8725 prior to the event. Vendors must provide all necessary water, connections, filters and hoses for vendor water use.
13. **NEW THIS YEAR:** Vendors will be required to add our Facebook event to their business page. This is one of the best ways to promote the event to reach the largest audience possible. We will provide a short and simple step-by-step guide once you are approved.



14. Front Street Event Traffic Control Rules:

- Once Front Street is closed to traffic, event traffic shall be limited to accessing Front Street from State St and exiting at Walnut St.
- 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.
- The speed limit on Front St and in the park during event closures shall be 15MPH
- 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.

15. Parking Policy

- For safety reasons, NO PARKING will be permitted on festival grounds. Trucks, food 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. Vendors can also park on City Island for \$5 per day.

16. Electricity Policy

- 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.
- 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.
- 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.
- 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.

- 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. Panel locations may be up to 175' away from vendor locations.
- All electric cords used during an event must be heavy duty outdoor rated 10/3 grounded cable.
- 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.



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



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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2019 Food Truck Vendor Application

Please enter all pertinent information in the spaces below.

Name of Business: _____

Primary Contact Person: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

E-mail: _____

Authorized Official to be in Attendance _____

Cell Phone for Official to be in Attendance: _____

*They will receive text message updates related to set-up, weather, etc. Leave blank if you prefer they do not receive the updates.

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:

Food Truck Details

This event is primarily for food trucks. There are a limited number of specialty food vendors with a tent set up that are accepted. Please contact clanckcameron@harrisburgpa.gov if you are a tented food vendor that would like to participate.

Height _____

Length _____

Width _____



*Please note that support vehicles and trailers must be parked off site. See page two for all parking information.

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. If you have assigned specialty names to your dishes, please write the simple name of the dish to provide a clear understanding of what is being served (EX. Jack's Sandwich = grilled chicken sandwich).

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

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

Food Safety Information

For questions regarding food safety, please contact Nelva Wright, Health Officer, at 717-255-6563.

Sanitation/Personal Hygiene (Please check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> Hot/Cold running water | <input type="checkbox"/> Hand sink with running water |
| <input type="checkbox"/> Freshwater container _____ Gallons | <input type="checkbox"/> Buckets/spray bottles with sanitizer |
| <input type="checkbox"/> Wastewater container _____ Gallons | <input type="checkbox"/> Paper Towels |
| <input type="checkbox"/> Hot/Cold Running Water | <input type="checkbox"/> Gloves |
| <input type="checkbox"/> Insulated container with free flow spout 3 compartment sink with hot/cold running water | <input type="checkbox"/> Soap |

Other Equipment (Please check all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Trash container | <input type="checkbox"/> Foil, plastic wrap |
| <input type="checkbox"/> Sneeze guards | <input type="checkbox"/> Thermometers |
| <input type="checkbox"/> Extra utensils | <input type="checkbox"/> Sanitizer/test kit |
| <input type="checkbox"/> Covered containers | <input type="checkbox"/> Other: _____ |

Food Safety Requirements:

1. No home prepared foods are permitted.
2. Temperatures must be taken.
3. You must have receipts on-site for all food items you buy.

Water Usage

The City WILL NOT be able to provide you with access to water. Access to water can be made through Capital Region Water by calling 717-238-8725. Vendors must provide all necessary filters, connections, and hoses for their water use. Please plan accordingly.

Electricity Needs

Please read the entire electricity policy on page three before completing the section below.

<u>Volts</u>	<u>Amps</u>	<u>Quantity</u>	<u>Equipment (description)</u>
110v	- 20	_____	_____
	- 30	_____	_____
	- 40	_____	_____
	- 50	_____	_____
	- 60	_____	_____
	- 70	_____	_____
	- 80	_____	_____
220v	- 20	_____	_____
	- 30	_____	_____
	- 40	_____	_____
	- 50	_____	_____
	- 60	_____	_____
	- 70	_____	_____
	- 80	_____	_____

Vendor Fee

___\$350 per vehicle

___\$250 per vehicle if you submit your application by March 15

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 clanckcameron@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:
