



Due to the COVID-19 pandemic, the City of Harrisburg's annual Kipona Festival will be modified to a hybrid of in-person and virtual experiences. The in-person activities will include 15 food trucks followed by fireworks on Saturday, September 5. This will follow a similar format as our July 4th event which provided a safe experience for everyone.

APPLICATION AND ACCEPTANCE

Submit your application by July 24. Acceptance notices will be sent starting on July 27, so we recommend applying early for best consideration on acceptance. Once accepted, please complete the steps below by Friday, August 21 to hold your space.

- ___ Email your certificate of insurance listing the City of Harrisburg as additionally insured to clanckcameron@harrisburgpa.gov.
- ___ Email Licensing Coordinator Janelle Fedock at jefedock@harrisburgpa.gov to obtain your City special event vendor permit (\$50 annually) and health permit (\$15 per event day).
- ___ Mail your payment to the address below. Checks should be made payable to The City of Harrisburg.
Special Events Office
10 North Second Street
Suite 405
Harrisburg, PA 17101

EVENT SCHEDULE: SATURDAY, SEPTEMBER 5

- 12-2pm - Set Up
- 3-8pm - Sales Window
- 8:15pm - Fireworks
- 8:15-9pm - Departure



EVENT LAYOUT

There will be 15 food trucks in the City Island parking lot closest to the baseball stadium. Trucks will be spaced 25' apart with 37 cones spaced 6' apart at each truck for socially distanced line formation. Serving windows will be faced towards the East Shore (towards the handicap parking lot on the map below).



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 may be asked to include a minimum of two references from a minimum of two other events. All non-compliant applications will be returned as incomplete.
2. 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.
3. 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.
4. Vendors may only sell the items listed on their application during the listed sell times. 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.
5. 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.
6. **Acceptance:** Once accepted, your vendor fees must be submitted to the City by Friday, August 21. If payment is not received by this deadline you risk losing your space to another vendor. All cancellations must be submitted in writing 15 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.
7. **Licensing:** 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. Contact Licensing Coordinator Janelle Ward at jeward@harrisburpa.gov to obtain the application form once accepted.
8. **Marketing:** Vendors are required to add our Facebook event to their business page. We will provide directions.
9. **Parking:** If you have a support vehicle that you will access supplies from during the event, please let the event coordinators know in advance. Free vendor parking will be provided for personal vehicles near the event space.
10. **Set-Up:** All vendors must be available to set up during the listed set-up times when the City of Harrisburg event staff is on-site. No tables, chairs, weights, or other supplies will be provided for vendor spaces. There is a lot of sun in this location, so feel free to set up a 10x10 tent with tent weights for shade if you'd like.
11. **Weather:** This is a rain or shine event. In the event severe weather or a declared state of emergency results in cancellation of the event or limits hours of operations, no refund will be issued by the City for any reason.
12. **Health:** Vendors must adhere to the health guidelines established by the CDC and event coordinators including but not limited to: staff must wear a face mask/face shield when interacting with the public, no self-serve options such as condiment tables or drink coolers to limit contact, follow the employee pre-screening information listed on the CDC website.



13. **Menus:** We will be putting your menus on a large sign prior to your food truck so attendees are ready to order. We will also share digital versions of your menus on the event website and Facebook event.

14. **Water Hook Up and Electricity**

The City **WILL NOT** be able to provide you with access to water or electricity. Vendors must bring their own generators.

15. **Weather:** This is a rain or shine event. In the event that severe weather or a declared state of emergency results in 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.**

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 DP&E 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.



TYPES AND AMOUNTS OF INSURANCE (FOOD SERVICE VENDOR)

Commercial General Liability for Bodily Injury and Property Damage

Commercial General Liability for Bodily Injury and Property Damage (occurrence form) including General Coverage, Broad Form Property Damage (including completed operations), Explosion, Collapse and Underground hazards, and Contractual Liability assumed in the contract documents, Personal Injury Liability and Independent Vendor's protective products completed and operations liability. Additionally the City of Harrisburg will be named as an additional insured. The City shall be included as an additional named insured using an ISO –Owners, Lessees or Contractors (Form B), ISO FORM # CG 20-10, Edition Date 11/85 or similar wording. A copy of this endorsement must be supplied to the City prior to authorization being granted to proceed with the work as specified in the contract. The actual endorsement shall be supplied to the City when it is issued. This requirement shall also be noted on the Certificate of Insurance.

Amount of Coverage \$2,000,000

Comprehensive Auto Liability

Comprehensive Auto Liability for bodily injury and property damage arising out of owned, non-owned and hired vehicles. A combined single limit of \$1,000,000 per occurrence is required.

Workers' Compensation and Worker's Occupational Disease

Workers' Compensation limits of coverage shall be as required by law in the Commonwealth of Pennsylvania. This shall include coverage for all persons whom the Vendor may employ directly or through sub-vendors in carrying out the work described in this contract. The vendor shall provide evidence that the vendor has Workers' Compensation and Worker's Occupational Disease insurance protection for his/her employees.

Employer's Liability

Bodily Injury by accident	\$100,000 per accident
Bodily Injury by disease	\$100,000 per employee
	\$500,000 aggregate

The Vendor and Sub-vendor will retain the responsibility for loss or damage of their own or rented property or property of their employees of whatever kind and nature, including but not limited to tools, equipment, forms, scaffolding, canvasses, tarpaulins, mixer, and temporary structures including contents.



Mobile Food Unit General Requirements and Limitations

REQUIREMENTS	CLASS I	CLASS II	CLASS III	CLASS IV
PLAN REVIEW	NO	YES	YES	YES
COMMISSARY OR WAREHOUSE	*	*	*	*
CFPM (I)	NO	NO	YES	YES
EMPLOYEE HEALTH POLICY	NO	NO	YES	YES
ASSEMBLY OR PREPARATION ALLOWED	NO	NO	YES *** LIMITED	YES
COOKING ALLOWED	NO	NO	REHEATING ONLY	YES
BARBEQUE OPERATION ALLOWED	NO	NO	NO	YES
COLD HOLDING EQUIPMENT	NO	YES **	YES **	YES **
HOT HOLDING EQUIPMENT	NO	YES **	YES **	YES **
WATER SUPPLY REQUIRED HOT & COLD	NO	NO	YES	YES
WASTE WATER TANK	NO	NO	YES	YES
HAND WASHING SINK REQUIRED	NO	NO	YES	YES
DISH WASHING SINKS REQUIRED	NO	NO	YES *	YES *
ADEQUATE VENTILATION	NO	NO	YES	YES
EXAMPLES	Pre-packaged non-potentially hazardous foods. Snacks, sodas, cookies, chips, crackers	Pre-packaged potentially hazardous foods. Ice cream, frozen meats, sandwiches	Pre-cooked foods with limited assembly. Hot dogs, shaved ice, coffee	Menu Limitations: No special processes (ex: Sous Vide) allowed

* An additional licensed commissary or warehouse may be required based upon the Health Officers' plan and menu review and pre-operational inspection.

** Holding equipment is based on food type.

***Limited food assembly. On site- menu and processes shall be provided at plan review and pre-operational inspection for approval.

(I) Certified Food Protection Manager (Serv Safe or other certification)





2020 FOOD TRUCK VENDOR APPLICATION

Name of Business: _____

Primary Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

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

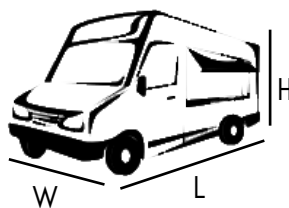
If yes, give full residential street address:

Food Truck Details

Set-up: ☐ Truck ☐ Trailer

Length _____

Width _____



☐ I will be bringing a support vehicle to store supplies that I will access throughout the event.

*We will provide a space to park one support vehicle near your space. This vehicle must be unhitched from your food truck. All personal vehicles not being used for supplies must be parked in the nearby vendor parking area.

Electricity & Water Access

☐ I understand that electricity and water access will not be provided.

Customer Payment Options

It is preferred that vendors accept at least one form of electronic payment.

☐ I will accept credit card payment

☐ I will accept Venmo payment



Description of Food Operations (use a separate sheet of paper if necessary)

Include menu items, source prep, prep handling, storage, equipment, etc

List every food/drink to be sold & how many servings of each.	If this item is prepared using RAW animal or plant products, list those ingredients.	Where did you buy this item? List store & Address	Prepared at vending site (V) or servicing area (SA)?	Cooked at vending site (V) or servicing area?	How do you cook this food item? list equipment used and power source.	How do you quickly cool the food item? List cooling equipment used & power source.	If reheating item for hot holding, list reheating equipment used & power source.	How do you keep the food item cold? List cold holding equipment used & power source.
<i>Example: Chicken Tenders, 50</i>	<i>Example: Raw Chicken</i>	<i>Example: XYZ Butcher Shop, Main St., City, PA</i>	<i>Example: SA</i>	<i>Example: V</i>	<i>Example: Oven/Gas</i>	<i>Example: Walk-in Fridge, Electric</i>	<i>Example: N/A</i>	<i>Example: N/A</i>

Under no circumstances will additional coolers (igloos) be permitted to store items other than bottled drinks and ice. If it is determined that any food requiring cold holding was transported in a non-refrigerated truck, the food will be discarded and the violation noted in the vendors' file.

☐ Please check this box to confirm you have read the additional food safety information document posted online or sent to you by email.



Food Items & 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). If you offer multiple varieties of a type of food, please list them (EX. Chicken Wings: BBQ, Hot, Mild)

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:

Health Guidelines

- ☐ We will follow all CDC recommended guidelines to limit exposure to the Coronavirus/COVID-19 when serving at Kipona
- ☐ I acknowledge the contagious nature of the Coronavirus/COVID-19 and the CDC and many other public health authorities still recommend practicing social distancing. I further acknowledge that the governor has put in place preventative measures to reduce the spread of the Coronavirus/COVID-19

Vendor Fee

☐ \$150 per vehicle

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: _____

