



DEPARTMENT OF PARKS AND RECREATION
THE CITY OF HARRISBURG, PENNSYLVANIA

**Office of the Director – Bureau of Recreation – Bureau of Parks Maintenance
Special Events Office – Park Ranger Corps**

Dear Prospective Vendor,

The City of Harrisburg is now accepting proposals for the sale of food items during our two major annual festivals and summer events:

1. Harrisburg Jazz and Multicultural Festival – July 3, 4 & 5 2010

2. Kipona Celebration –September 4, 5 & 6, 2010

3. Levitt Live! in Reservoir Park- July 17, 24, 31, & August 7, 14, 21, 2010

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

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.**

Proposals must be received by Friday, March 30, 2010. No proposals will be accepted after that date.

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 food sales.** Although stand setup will take place the day before the start of each festival, the sale of food is prohibited until the official commencement of each festival. Food vendor set-up for Levitt Live! events are the day of the event; the sale of food is permitted one hour prior to the commencement of the event.
- 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 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 a festival or 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 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 to 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. A menu with prices will be provided to accepted vendors during event registration. Any vendor who does not post this menu 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 accept special new food area incentives will be bound by those agreements to the areas, themes and duration of the incentives.** Vendors who fail to comply with incentive agreements will be penalized in accordance with the agreement and not be invited to submit proposals for future events.
8. **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.
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.** Example: the street space available to a vendor renting a 10' x 10' space is aprox. 8' x 10'. Consequently a 5' x 20' truck would not be allowed to park behind a 10' x 10' space. To do this the vendor would have to rent a 10' x 20' space which would allow them to use a 8' X 20" space in the street behind. **In relation to Levitt Live! events, all vendors will be given a street space adjacent to the stage.**
10. **Parking passes:** Every accepted vendor will receive one Front Street and two side-street parking passes per vending area operated. Parking in the street immediately behind individual vending areas will be limited to one service vehicle only. Parking for additional vehicles will be available at City garages, near the festival area, at special rates and on City Island.
11. **Leaving prior to festival conclusion:** Vendors who have exhausted food supplies or are eager to travel, may not leave prior to the official end time of a festival, unless dismissed by the Director of Parks and Recreation or the Special Events Director. Vendors who do not adhere to event published festival vending times will not be invited to submit proposals for future events.
12. **Soda and Water Sales:** No soda/water sales or giveaways will be permitted at either Harrisburg Jazz and Multicultural Festival, Kipona, or other City events. Coca-Cola is the sole vendor of beverage products for all City of Harrisburg events. Any vendor attempting to sell or give away unapproved beverages, will be removed from the festival with no reimbursement of vendor fees and will not be invited to submit proposals for future events.
13. **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.**

14. **Notification of Acceptance:** You will be notified of the status of your proposal after March 31, 2010. Vendor fees must be submitted to the City no later than 30 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 to the Special Events Director 90 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.

Thank you for your interest, please contact me if you have any questions at (717) 255-3020.

Sincerely,

Charles A. Schulz

Charles A. Schulz
Acting Department Director
City of Harrisburg

2010 Harrisburg Jazz and Multicultural Festival
MAIN FOOD COURT DATES AND TIMES

Date: Saturday, July 3, Sunday, July 4 and Monday July 5, 2010

Place: Riverfront Park, Harrisburg

Street Closure: Front Street will close on Friday, July 2 at 9:00 a.m.

Vendor set-up: Friday, July 2 between 9 a.m. and 5 p.m.
Electricians/hook-ups will end at 3:00 p.m. on July 2 and commence at 7:30 a.m. on July 3.

Sell Time:

Saturday, July 3	12 noon to 10 p.m.
Sunday, July 4	12 noon to 10 p.m.
Monday, July 5	12 noon to 10 p.m.

2010 Harrisburg Jazz and Multicultural Festival
THEME CAFES DATES AND TIMES

Dates: Saturday, July 3, Sunday, July 4 and Monday, July 5, 2010

Place: Riverfront Park, Harrisburg

- Caribbean Cove Café (at Liberty Street)
- Café International (by the Amtrak RR Bridge)

Place: Riverfront Park, Harrisburg

Sell Time:

Saturday, July 3	12 noon to 10:00 p.m.
Sunday, July 4	12 noon to 10:00 p.m.
Monday, July 5	12 noon to 10:00 p.m.

Street Closure: Front Street will close Friday, June 2 at 9:00 a.m.

Vendor set-up: Friday, July 2 between 9 a.m. and 5 p.m.
Electricians/hook-ups will end at 3:00 p.m. on July 2 and commence at 7:30 a.m. on July 3.

Sell Time:

Saturday, July 3	12 noon to 10 p.m.
Sunday, July 4	12 noon to 10 p.m.
Monday, July 5	12 noon to 10 p.m.

MAIN FOOD COURT DATES AND TIMES

Date: Saturday, Sept. 4, 5 & 6, 2010

Place: Riverfront Park, Harrisburg

Street Closure: Front Street will close Friday, September 3 at 9:00 a.m.

Vendor set-up: Friday, September 3 – 9:00 a.m. – 5 p.m.
(Electricians/hook-ups will end at 3 p.m. and start again the next day at 7:30 a.m.)

Sell Time:.

Saturday, September 4	12:noon - 10 p.m.
Sunday, September 5	12 noon - 10 p.m.
Monday, September 6	12 noon – 9:00 p.m.

2010 LEVITT LIVE! in Reservoir Park EVENT DATES AND TIMES

Concert/Event Dates: July 17, 24 & 31, 2010
August 7, 14, & 21 2010

Place: Reservoir Park, Harrisburg

Sell Time: 7:00 to 9:30 p.m.

Vendor set-up: Day-of-Event – after 5:00 p.m.

This is NOT an application or a permit, this is only a proposal. Please complete and return this form, along with a picture of your stand, no later than **March 12, 2010** to:

City of Harrisburg- Special Events Office
10 North Second Street, Suite 401
Harrisburg, Pennsylvania 17101

APPLICATION PROCEDURE FOR **Harrisburg Festivals - 2010**

Please complete one application for each space you are requesting. If you are proposing to vend from two spaces, complete two forms. Each form will have the specific information needed for that space. Please make extra copies of this form if necessary. **All information must be filled out correctly to be considered for events. Acceptance for one space does not guarantee acceptance for additional spaces.**

Please list on information on the attached **VENDOR DATA SHEET**, all food and beverages to be sold at this event and the prices you will be charging the public. Once approved, this list cannot be altered without permission from the City of Harrisburg, Special Events Office. List all items as your primary on-site advertising states (i.e. Do not list "Jack's special chicken sandwich" and then sell on-site "Chicken on a Pita".) Print the simple name of your food item on the first line (i.e. Beef or Pork Barbeque Sandwich.) List all relevant attributes to your food items on the "additional information" space (i.e. Your choice of BBQ Beef or Pork served on a whole wheat bun, Kaiser roll or in a wrapper.) Clarify if your sandwich is on a bun, pita bread, etc. If you are not clear about your food items you run the risk of being placed next to someone with the same or a similar product. List all prices for different sizes of the same item on the same line (i.e. French Fries: small - \$3.00, medium - \$4.00, large - \$5.00). Do not list more menu items than the number of blank spaces on the Data Sheet. If you are selling a variety of subs along with chips and cookies, do not try to squeeze all the sub varieties into the menu list. List products generically: 15 varieties of cold subs; 6 varieties of hot & toasted subs; pre-packaged UTZ potato chips & 4 types of fresh baked cookies.

THEME CAFE VENDING AGREEMENTS (Harrisburg Jazz and Multicultural Festival Theme Areas Only): The Harrisburg Jazz and Multicultural Festival has two distinct theme areas featuring themed musical talent and supported by themed product vendors. In order to develop a thriving "Café" in these theme areas, special discounted rate is available to food vendors who have menu items appropriate for these areas and wish to help in their development. **Please bear in mind that only vendors offering appropriately themed menu items will be considered for these new areas.**

LEVITT LIVE! VENDING AGREEMENTS: Levitt Live! events are held in Harrisburg's Reservoir Park. Food vendors will be placed within the perimeter of Levitt Pavilion bandshell, which is a venue where concerts, activities, and events are held each summer. All food vendors must be self-contained in regards to electricity and water.

SITE FEE

Costs for specific discounted "Café" vendor areas are listed on the DATA SHEET. When calculating your space needs, please refer to the cover letter with regard to the amount of supply vehicle parking allowed. All equipment including: tents, grills, refrigerators, gas cylinders, prep tables, and additional serving tables (i.e. condiments/napkins) must fit within the space purchased. If, upon set-up, festival staff determines that your operation requires more space than you paid for, you will have to purchase additional space at that time. Please check the size of the space requested. Submission of this form indicates that you will be willing to enter into a two-year agreement to insure the first and second year rates listed below. Agreements will be mailed with your acceptance letter.

IMPORTANT BEVERAGE NOTE: The City of Harrisburg handles all beverage sales. Consequently, **no beverages may be sold or given away including:** soft drinks, mass manufactured

lemonade or iced tea, orange juice, fruit punch, water, etc., unless prior permission has been granted by the Special Events Office. If you have been approved to sell a beverage at City sponsored events it should appear as one of your food items.

WATER USAGE:

The City will provide you with access to necessary water free-of-charge. Fire Hydrants connected to the City's water system are used for water access. Vendor must provide connections, filters and hoses necessary for vendor water use.

***Water usage WILL NOT be available to food vendors applying for Levitt Live! events**

ELECTRICAL USAGE:

Please list your exact electrical requirements and what you will be powering. We will try to supply you with what you request. This information is used to determine vendor site locations. There is no charge for electricity. Access connection boxes will be placed within six feet of each main power panel throughout the park. Vendors must supply the following in order to access power:

Each vendor should provide a minimum of 100 feet of three-wire, grounded, outdoor, multi-outlet extension cable. All 20amp circuits will require 12/3 cable with 30amp circuits requiring 10/3 cable. All cable that runs across a street or paved walkway must be run through an electrical wire ramp to prevent pedestrian accidents. The City will provide multi-cable ramps on the walkways directly adjacent to electrical panels in food vending areas for vendor cable use. Vendors must supply their own ramps for any cords that cannot utilize City ramps or that are run in any area that may pose a safety hazard leading to or around their vendor space. Commercial electrical extension cords and wire ramps are available from most electrical supply companies.

Please make sure of your exact needs when submitting a proposal. Vendors requiring additional power or labor during the set-up period will be charged \$100 per 10 amps of 110volts and/or \$250 per 10 amps of 220volts and/or \$50 per hour, or part thereof, for additional personnel man-hours required.

*** Electricity WILL NOT be available to food vendors applying for Levitt Live! events**

STAND AND SPACE USAGE:

Any vendor who uses a tent must abide by the following requirements:

1. All tents must be freestanding, frame tents.
2. All tents must be secured by either weights or stakes at each corner of the tent. Weights or stakes cannot be more than 6 inches away from legs of the tent. *(The City will advise vendors of those park areas where stakes may not be used. Use of stakes in a "weight only" will result in expulsion from the festival and possible property damage costs)*
3. All tents must be fire retardant.
4. There is no color requirement for tents, however tents should be clean and tidy.
5. Vendors must supply their own hoses and ramps for hoses and electrical cables outside of their stands. Vendors may be asked to supply electrical lines as well.

Liabilities & Insurance

All approved vendors will need to provide the following coverage if accepted. Proof of Insurance needs to be provided at least 3 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 the Parks & Recreation Department 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 judgements 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 Special Events Director and Risk Manger, 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.

SITE FEE

Costs for specific vendor areas are listed on the attached VENDOR DATA SHEET. When calculating your space needs, please refer to the cover letter with regard to the amount of supply vehicle parking allowed. All equipment including: tents, grills, refrigerators, gas cylinders, prep tables, and additional serving tables (i.e. condiments/napkins) must fit within the space purchased. If, upon set-up, festival staff determines that your operation requires more space than you paid for, you will have to purchase additional space at that time. Please check the size of the space requested.

- **DO NOT send a check with this proposal.**
- **You will be notified by mail if your proposal has been accepted and when your payment is due.**
- **Proposals that are incomplete or do not include a photograph of the stand will be disqualified from consideration.**

MAKE ONE COPY FOR YOUR FILES & RETURN ORIGINAL TO CITY

FOOD VENDOR APPLICATION

Harrisburg Jazz and Multicultural Festival – MAIN FOOD COURT 2010

Please enter all pertinent information, as described on pages 4 through 9, in the spaces below. Menu selections may not exceed the number of blank menu spaces on this form. Do not attach additional menus to the application. Please make sure electrical information is correct. Do not forget to include a photo of your stand with this application.

Mail completed, signed application along with photo of your stand to:

**City of Harrisburg, Special Events Office
10 North 2nd Street, Ste. 401, Harrisburg, PA 17101**

FOOD VENDOR INFORMATION:

Name _____
Address _____
City/State _____ Zip _____
Phone (day) _____ (evening) _____
Fax: _____ 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:

FOOD PRICES & COSTS

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

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):

ELECTRICITY:

Volts - Amps – Quantity	Equipment (description)
110v - 20 _____	_____
- 30 _____	_____
- 40 _____	_____
- 50 _____	_____
- 60 _____	_____
- 70 _____	_____
- 80 _____	_____
220v - 20 _____	_____
- 30 _____	_____
- 40 _____	_____
- 50 _____	_____
- 60 _____	_____
- 70 _____	_____
- 80 _____	_____

SIZE OF HARRISBURG JAZZ AND MULTICULTURAL FESTIVAL SPACE DESIRED:

- _____ 10' x 10' - \$875
- _____ 10' x 15' - \$1000
- _____ 15' x 15' - \$1,200
- _____ 10' x 20' - \$1,200
- _____ 20' x 20' - \$1,600

Height of tent/trailer _____

(circle one) Is your stand a: tent trailer both

List color(s) of tent/trailer: _____

Submitted by: _____ Date: _____

FOOD VENDOR APPLICATION

Harrisburg Jazz and Multicultural Festival – THEME CAFES 2010

Please enter all pertinent information, as described on pages 4 through 9, in the spaces below. Menu selections may not exceed the number of blank menu spaces on this form. Do not attach additional menus to the application. Please make sure electrical information is correct. Do not forget to include a photo of your stand with this application.

Mail completed, signed application along with photo of your stand to:

**City of Harrisburg, Special Events Office
10 North 2nd Street, Ste. 401, Harrisburg, PA 17101**

FOOD VENDOR INFORMATION:

Name _____
Address _____
City/State _____ Zip _____
Phone (day) _____ (evening) _____
Fax: _____ 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:

FOOD PRICES & COSTS

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

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):

ELECTRICITY:

Volts - Amps – Quantity	Equipment (description)
110v - 20 _____	_____
- 30 _____	_____
- 40 _____	_____
- 50 _____	_____
- 60 _____	_____
- 70 _____	_____
- 80 _____	_____
220v - 20 _____	_____
- 30 _____	_____
- 40 _____	_____
- 50 _____	_____
- 60 _____	_____
- 70 _____	_____
- 80 _____	_____

**SIZE OF HARRISBURG JAZZ AND MULTICULTURAL FESTIVAL THEME CAFÉ SPACE
DESIRED:**

- _____ 10' x 10' - \$400
- _____ 10' x 15' - \$500
- _____ 15' x 15' - \$600
- _____ 10' x 20' - \$600
- _____ 20' x 20' - \$700

Height of tent/trailer _____

(circle one) Is your stand a: tent trailer both

List color(s) of tent/trailer: _____

Submitted by: _____ Date: _____

FOOD VENDOR APPLICATION

KIPONA CELEBRATION – MAIN FOOD COURT 2010

Please enter all pertinent information, as described on pages 4 through 9, in the spaces below. Menu selections may not exceed the number of blank menu spaces on this form. Do not attach additional menus to the application. Please make sure electrical information is correct. Do not forget to include a photo of your stand with this application.

Mail completed, signed application along with photo of your stand to:

**City of Harrisburg, Special Events Office
10 North 2nd Street, Ste. 401, Harrisburg, PA 17101**

FOOD VENDOR INFORMATION:

Name _____
Address _____
City/State _____ Zip _____
Phone (day) _____ (evening) _____
Fax: _____ 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:

FOOD PRICES & COSTS

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

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):

ELECTRICITY:

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

SIZE OF KIPONA SPACE DESIRED:

- _____ 10' x 10' - \$875
- _____ 10' x 15' - \$1,000
- _____ 15' x 15' - \$1,200
- _____ 10' x 20' - \$1,200
- _____ 20' x 20' - \$1,600

Height of tent/trailer _____

(circle one) Is your stand a: tent trailer both

List color(s) of tent/trailer: _____

Submitted by: _____ Date: _____

FOOD VENDOR APPLICATION

LEVITT LIVE! in Reservoir Park –2010

Please enter all pertinent information, as described on pages 4 through 9, in the spaces below. Menu selections may not exceed the number of blank menu spaces on this form. Do not attach additional menus to the application. Please make sure electrical information is correct. Do not forget to include a photo of your stand with this application.

Mail completed, signed application along with photo of your stand to:

**City of Harrisburg, Special Events Office
10 North 2nd Street, Ste. 401, Harrisburg, PA 17101**

FOOD VENDOR INFORMATION:

Name _____
Address _____
City/State _____ Zip _____
Phone (day) _____ (evening) _____
Fax: _____ 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:

FOOD PRICES & COSTS

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

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):

WATER AND ELECTRICITY WILL NOT BE PROVIDED BY THE CITY OF HARRISBURG

SIZE OF VENDOR SPACE DESIRED:

Price per event: \$100.00 each

Price for 2 or more events: \$85.00 each

Price for ALL SEASON: \$75.00

Please circle desired date(s)/event(s) below:

July 17	July 24	July 31	
August 7	August 14	August 21	All dates/events

Height of tent/trailer _____

(circle one) Is your stand a: tent trailer both

List color(s) of tent/trailer: _____

Submitted by: _____ Date: _____