

The City of Harrisburg Presents

2016 HOLIDAY PARADE



Sponsored by Hershey Harrisburg Regional Visitors Bureau

*Application
Deadline:
November 4*

2016 PRODUCT 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 19, 2016** 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 items, completeness of proposal, quality of items, appearance of stand, adherence to parade 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.

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 products 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. 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 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. 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 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.

10. Leaving prior to event conclusion: Vendors who have exhausted 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.

11. 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.**

12. Notification of Acceptance: You will be notified of the status of your proposal after November 4, 2016. 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

10am - Pre-parade sales begin

12pm - Parade begins

3pm - Parade sales end

2016 Holiday Parade Product Vendor Application

Please enter all pertinent information in the spaces below.

Product 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

_____ \$200 (All vendors - checks made payable to the Downtown Improvement District)

Prices & Cost

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

Items to be sold:

Price(s) of item

1) _____

2) _____

3) _____

4) _____

5) _____

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

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

Is your stand a (circle one): Tent Trailer Roving Cart

List size of stand (Height/Length/Width): _____

Submitted by:

Date:

Application check-list:

____ Application must be completely filled out

____ Photo of your stand

____ Vendor permit fee payment. Please make all checks payable to the Downtown Improvement District.

Application mailing address:

Megan Roby

City of Harrisburg

Rev. M.L. King Jr. City Government Center

10 North Second Street

Harrisburg, PA 17101

For questions regarding the Holiday Parade or application, please contact Megan Roby at 717-255-3169 or mmroby@cityofhbg.com.

All entries must be received by **Friday, November 4, 2016**.