



2024 Non-Profit Vendor Application

On Saturday, March 2, 2024, The City of Harrisburg will host the 7th annual Ice & Fire Festival. This one-day, free event will feature 50+ ice sculptures throughout the City and a street festival in the Downtown area. The street festival will include an ice slide, fire dancers, ice sculptures, live ice carvings, fire pits & smores, school & community group performances, kids activities, food trucks, vendors, and more. The event draws in 15,000+ attendees.

APPLICATION DEADLINE: TUESDAY, JANUARY 2

Submit your completed application by January 2 to the event coordinators at specialevents@harrisburgpa.gov. We recommend applying early for best consideration on acceptance.

ACCEPTANCE

Acceptance notices will be sent by January 15. Once accepted, please complete the steps below by February 2.

__Email your certificate of insurance listing the City of Harrisburg as additionally insured to the event coordinators at specialevents@harrisburgpa.gov.

__Mail your payment to the address below. Checks should be made payable to The City of Harrisburg.
Special Events Office
10 N 2nd Street, Suite 304
Harrisburg, PA 17101

EVENT SCHEDULE: SATURDAY, MARCH 2

8:30-10am - Set Up
11am - Sales Begin
7pm - Sales End



VENDOR APPLICATION RULES AND POLICIES

- 1. Acceptance:** Submitting an application does NOT guarantee you a space. The City will accept a limited number of vendors for this event. 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 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 requested to supply two references from a minimum of two other events. All non-compliant applications will be returned as incomplete. Once accepted, your vendor fees must be submitted to the City by Friday, February 3, 2024. If payment is not received by this deadline you risk losing your space to another vendor.
- 2. Cancellation/Withdrawal Policy:** All cancellations/withdrawals must be submitted in writing by Friday, February 3, 2023. Regardless of cancellation date, the vendor is still responsible for paying their vendor fee for the contracted amount if a replacement cannot be found. After receipt of fee, NO REFUNDS will be made under any circumstances.
- 3. Licensing & Permits:** Accepted vendors must have a valid City of Harrisburg Special Event Mercantile License (\$50 annually). This license fee has been included in your vendor fee. If you already have a 2024 City of Harrisburg Special Event Mercantile License, please inform us so we can deduct it from your vendor fee. A PA Sales Tax # is required by February 3, 2024. Call (717) 783-1405 or go to www.revenue.state.pa.us to receive a sales tax application: DBA (doing business as) name must be received in addition to the Sales Tax ID #. 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. Vending Policy:** 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 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 may not be invited to submit proposals for future events.
- 5. Multiple Vending Spaces:** 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.
- 6. Check-In and Set-Up:** All vendors must be available to check-in and set up during the listed set-up times when the City of Harrisburg event staff are on-site. Vendors are permitted to drive their vehicle to their space during the listed set-up and tear down times.
- 7. Booth Space Description:** Booths are located on a paved surface. No tables, chairs, weights, or other supplies will be provided for vendor spaces. The use of ballast blocks, water barrels or other weights is REQUIRED for any tented vendor and must be done safely. You may not increase the size of your vending space or bring supply vehicles or tent weights that require more space. All indoor vendor spaces will be located in the Artist Market in the MLK City Government Center. The outdoor vendor spaces will be located in the closed street alongside other festival activities. NO ELECTRICITY is available to vendors for this event.
- 8. Parking:** For safety reasons, NO PARKING will be permitted on festival grounds. Support vehicles and trailers must be un-hitched and parked off-site. Free vendor parking is available on City Island. There is a discounted rate of \$10 from 10am-10pm at the Market Square Garage courtesy of Park Harrisburg and you can get 4 hours of free street parking Downtown using the code LUVHBG in the Parkmobile app. Please contact the event coordinator(s) at least three weeks in advance of the festival if you require handicapped parking.
- 9. Marketing:** Vendors are required to add our Facebook event to their business page. We will provide directions.
- 10. 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. Please come prepared for wind by bringing sufficient tent weights.

11. Water Hook Up: Access to water can be made through Capital Region Water by calling 717-236-4098 at least 1 week prior to the event. Access may be limited. Vendor must provide all necessary water, connections, filters and hoses for vendor water use. The City event staff WILL NOT be able to provide you with access to water. Please plan accordingly.

12. Electricity: Access to electricity is NOT available for this event. Vendors may supply their own quiet generators or battery operated devices if needed. Quiet generators must be less than 60 decibels while running a quarter load. Sunset is around 6pm. There will be street lights in the area but additional lighting is recommended for items on display underneath a tent.

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 Special Events Office, City of Harrisburg, Suite 304, 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.



2024 Non-Profit Vendor Application

A non-profit vendor is a registered non-profit organization that wishes to sell items and/or disburse information about their services.

Organization Name: _____

Primary Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

E-mail: _____

Cell Phone of 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: _____

Electricity

Access to electricity is not available.

____ I WILL PROVIDE MY OWN QUIET GENERATOR ____ I DO NOT NEED ELECTRIC

Set-Up Details

___ 10x10 - \$50

___ 20x10 - \$100

*Please note that all support/supply vehicles must be parked off-site. The space provided is strictly for your tent/table display.

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 the event coordinators at specialevents@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:
