



On Thursday, July 4, 2024, the City of Harrisburg will host the July 4th Food Truck Festival and Fireworks in Riverfront Park. This free, one-day event will feature 40+ food trucks, a wine and beer garden, live entertainment, activities for children and one of the largest fireworks displays in Central PA. The wine & beer gardens will be located along the riverfront on the festival route. This will be a family friendly space. No more than 6 total breweries and wineries will be permitted.

APPLICATION DEADLINE: MONDAY, APRIL 15

Submit your application to the Special Events Office at specialevents@harrisburgpa.gov by Monday, April 15. Acceptance notices will be sent the following week so we recommend applying before that for best consideration on acceptance.

ACCEPTANCE

You will be notified by email if your application has been accepted beginning April 22. Once accepted, please complete the steps below by Friday, May 31 to hold your space.

___ Email your certificate of insurance listing the City of Harrisburg as additionally insured under general and liquor liability to specialevents@harrisburgpa.gov.

___ Email your Exposition Permit to specialevents@harrisburgpa.gov.

___ Email Licensing at buslicense@harrisburgpa.gov to obtain your City license (\$50 annually). If you already have an account set up with the City from attending a previous event, you can renew your license by paying online at <https://paylocalgov.com/Payment/SelectEntity/913> (you will need your license number), calling 888-877-0450 or sending a check made payable to City of Harrisburg. If additional licenses are required, the Licensing Office will inform you.

___ Mail your vendor fee 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: THURSDAY, JULY 4

10am-12pm - Set Up
1-9pm - Sales Time
9:15pm - Fireworks
9:45-10pm - Departure



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 menu items, completeness of application, appearance of stand, and adherence to rules. Preference may be given to event sponsors, City businesses, uniqueness of menu items and the order in which applications are received. If you are a new vendor, you may be asked to provide references from other events. All non-compliant applications will be returned as incomplete.
2. Unless specifically requested and approved, the sale of menu items is prohibited outside the 1-9pm sales time frame.
3. 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.
4. 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.
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 fee payment and COI must be submitted to the event coordinator by May 31. If payment is not received by this deadline you risk losing your space to another vendor. All cancellations must be submitted in writing 14 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 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. You must also provide a state issued event/expo permit. If additional licenses are required, the Licensing Office will inform you.
8. **Marketing** - 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. Posters and postcards are also available by request.
9. **Parking** - For safety reasons, NO PARKING will be permitted on festival grounds. All vehicles and support trailers must be un-hitched and parked off-site. Downtown street parking is free. There are also discounted parking rates of \$5 per day on City Island and \$10 per day at the Market Square Garage courtesy of Park Harrisburg. Please contact the event coordinator(s) at least three weeks in advance of the festival if you require handicapped parking.
10. **Serving Policy** - It is the responsibility of the vendor to ID individuals before serving. Vendors should not serve visibly intoxicated or underage persons at any time. All vendors must pour from behind the table at their booth at all times. Participating vendors may not consume alcohol while serving patrons. Vendors are responsible for providing their own drinkware, tables, tents and certified staff to serve and check ID's. Wristbands will be provided to your staff to disburse to attendees they serve to help identify when ID's have been checked.
11. **Set-Up** - All vendors must be available to set up during the listed set-up times when the event staff is on-site. No tents, tables, chairs, weights, or other supplies will be provided for vendor spaces. The practice of using stakes longer than 6 inches to secure tents in any City of Harrisburg park, playground or right-of-way is NOT PERMITTED. The use of ballast blocks, water barrels or other weights is permitted as long as it done safely per the tent manufacturer recommendations. Once accepted, you may not increase the size of your vending space or bring supply vehicles or tent weights that require more space.



12. Traffic:

- 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 right 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.

13. Water Access - 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.

14. Weather - 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.**

15. 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.

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 under general liability and liquor 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.

Exposition Permit

The Exposition Permit application, fee and site plan MUST be submitted at least 30 days prior to the exposition. Please submit directly to The Pennsylvania Liquor Control Board, Bureau of Licensing, P.O. Box 8940, Harrisburg, PA 17105-8940. Proof of License shall be required for breweries and wineries participating under an exposition permit. Once the permit is obtained, a copy must be submitted to the event coordinator by Friday, June 10. Find more information at https://www.lcb.pa.gov/Licensing/Topics-of-Interest/Documents/LCB-690%20-%20PLCB%20Permits_02-20.pdf and <https://www.lcb.pa.gov/Licensing/ResourcesForLicensees/Documents/002130.pdf>.

Accident Notification

In the event of an accident of any kind which involves the general public and/or private or public property, the vendor shall immediately notify the Special Events Director 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.





2024 Wine & Beer Vendor Application

Name of Business: _____

Primary Contact Person: _____

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.

Do you reside in the City of Harrisburg? (Working or owning property in the City of Harrisburg does not apply)
___ Yes ___ No

Do you own a business located within the City of Harrisburg?
___ Yes ___ No

If yes to either of these questions is yes, please give the full residential street address:

SPACE REQUIREMENTS

Vendors are responsible for supplying their own tents, tables, chairs, etc. We provide just the space.

___ 10X10 - \$275 ___ 20X10 - \$320

___ I would like to request a larger space: Length _____ Width _____

Pricing will be determined by the event staff. Availability is not guaranteed.

*Dimensions should be just for your tent. Do NOT include any support vehicles or auxiliary items in your dimensions. Support vehicles and trailers must be parked off site (see page two).



PRODUCTS & PRICES

Businesses participating under their limited winery license shall be legally allowed to sell their products during the event. Items allowed to be sold are wine bottles, tastings and product by the glass. Wineries are responsible to provide their own plastic glassware if they choose to sell wine by the glass. Wineries are also permitted to fill growlers and sell other types of merchandise (apparel, wine toppers, etc) can also be sold. No food sales are permitted.

Please list the specific styles of beer or wine you are offering (EX. IPA, Lager, Pinot Grigio, Sweet Wine, etc)

Wine/Beer to be sold:	Price(s) of item
1) _____	_____/cup _____/bottle or growler
2) _____	_____/cup _____/bottle or growler
3) _____	_____/cup _____/bottle or growler
4) _____	_____/cup _____/bottle or growler
5) _____	_____/cup _____/bottle or growler
6) _____	_____/cup _____/bottle or growler
7) _____	_____/cup _____/bottle or growler

Additional items to be sold (merchandise):	Price(s) of item
1) _____	_____
2) _____	_____
3) _____	_____
4) _____	_____
5) _____	_____
6) _____	_____
7) _____	_____

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.

___ I will bring my own quiet generators.

Type of generator: _____

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

___ I do not need electric.

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 Special Events Office 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:
