



# 2024 Kid Zone Vendor Application

On Thursday, July 4, 2024, the City of Harrisburg will host the annual July 4th Food Truck Festival and Fireworks in Riverfront Park. This free, one-day event will feature food trucks, a wine/beer garden, live entertainment, free kids activities and one of the largest fireworks displays in Central PA. The event will run from 1-9pm with fireworks to follow at 9:15pm.

Kidsfest at the July 4th Food Truck Festival & Fireworks event will feature non-profit and not-for-profit organizations and one corporate sponsor. All Kidsfest vendors are asked to offer a free, family friendly activity, game, craft, or give-away. Fees will be waived for 2024 Kidsfest vendors to encourage vendors to utilize those funds for a value adding activity. Disbursing promotional items for your organization is not necessarily seen as a value adding activity. Please provide a thorough explanation of what you intend to offer at your vendor space for best consideration.

**APPLICATION DEADLINE: FRIDAY, MAY 31**

Submit your application to the Special Events Office, [specialevents@harrisburgpa.gov](mailto:specialevents@harrisburgpa.gov), by May 31. We recommend applying by this date for best consideration on acceptance.

**ACCEPTANCE**

Acceptance e-mails will be sent beginning June 7. Once accepted, please complete the step below by June 20 to hold your space.

\_\_Email your certificate of insurance listing the City of Harrisburg as additionally insured to [specialevents@harrisburgpa.gov](mailto:specialevents@harrisburgpa.gov).

**EVENT SCHEDULE:**

Set-Up	Thursday, July 4	10am-12pm
Sales Window	Thursday, July 4	1-9pm
Fireworks	Thursday, July 4	9:15-9:30pm
Departure	Thursday, July 4	9:45-10pm (road will open to vehicle traffic, including food trucks, whenever our safety personnel deem it safe based on foot traffic in the area)



## 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.

2. 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.

3. **Acceptance:** Once accepted, your certificate of insurance must be submitted to the City by Thursday, June 20. All cancellations must be submitted in writing 15 days before the scheduled start of the event.

4. **Marketing:** Vendors are required to add our Facebook event to their business page. We will provide directions.

5. **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. Metered street parking is FREE for the holiday on Tuesday, July 4. Please contact the event coordinator(s) at least three weeks in advance of the festival if you require handicapped parking.

6. **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. The practice of using stakes to secure tents in any City of Harrisburg park, playground or right-of-way will no longer be allowed. The use of ballast blocks, water barrels or other weights is permitted as long as it done safely per the tent manufacturer recommendations. Tents with stakes shorter than 6 inches in length will be permitted. You may not increase the size of your vending space or bring supply vehicles or tent weights that require more space.

7. **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.

### 8. 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.

### 9. Water Hook Up

The City can not provide access to water. Access to water can be made through Capital Region Water by calling 888-510-0606 prior to the festival. They are not available to take calls during the festival so contact them with plenty of notice. Vendors must provide all necessary water, connections, filters and hoses for vendor water use.



## 10. Electricity

- 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. 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 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 KID ZONE VENDOR APPLICATION

Kids Zone vendors must be a non-profit or not-for-profit organization offering a free family friendly activity, game, craft, giveaway or stage performance/demonstration.

Name of Business: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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/owning property in the City does not apply)  Yes  No

If yes, give full residential street address:

\_\_\_\_\_

### Space Requirement

10'x10' vendor space

20'x10' vendor space

### Kids Activity

Please provide **detailed** information on everything you plan to offer at your vendor space, including the game, craft, and/or activity you plan to offer:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Electricity Needs**

Please read the entire electricity policy on page three before completing the section below.

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

\_\_\_ I WILL PROVIDE MY OWN QUIET GENERATOR

Type of generator: \_\_\_\_\_

\_\_\_ I DO NOT REQUIRE ELECTRICITY

**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 Coordinators, [specialevents@harrisburgpa.gov](mailto: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:

\_\_\_\_\_

\_\_\_\_\_

