



**2017 DuPont Clifford Brown Jazz Festival  
Vendor Application**



Please send completed applications to:

Gregory L. Morris  
Mayor's Office of Cultural Affairs  
800 N. French Street • Wilmington, DE • 19801  
[glmorris@wilmingtonde.gov](mailto:glmorris@wilmingtonde.gov)

APPLICATIONS ACCEPTED BY EMAIL AND TRADITIONAL MAIL.

**Application Due Date: April 15, 2017 | Notification Date May 1, 2017**

**TO BE CONSIDERED FOR VENDING OPPORTUNITIES APPLICANTS MUST return the application for each festival, by the due date at the top of each specific application.**

- Ø Completed and Signed Vendor Event Form
- Ø Cashier's/Certified Check or Money Order only – made payable to Cityfest, Inc.
- Ø City of Wilmington Business License (Return Copy With Application)
- Ø Proof of Liability Insurance and Worker's Compensation
- Ø Hold Harmless and Indemnity Clause
- Ø Board of Health License (Food Vendors Only – Must be faxed no later than two weeks prior to event.
- Ø Completed List of Goods to Be Sold

*The selection process is very competitive due to limited spacing. We reserve the right to ask the vendor to amend items for sale so that we can ensure a variety of goods will be available to our festivalgoers. All fees will be refunded in the event.*

Contact: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

Telephone : (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Email Address: \_\_\_\_\_

On Site Vehicle Tag # \_\_\_\_\_

Do you have a City of Wilmington Business License: [Yes] [No]

If **yes**, please provide the City of Wilmington Business License # \_\_\_\_\_

If **no**, you will be required to hold a City of Wilmington Temporary vending permit for a fee of \$25.00.

Board of Health Temporary Permit # \_\_\_\_\_

Insurer: \_\_\_\_\_ Policy # \_\_\_\_\_

\_\_\_\_\_

**Note: All Vendors deep frying, on-site are required to pay a security deposit by separate check or money order.**

**Menu/Goods to be sold must be agreed upon by Office of Cultural Affairs prior to event.**

**Proposed Menu and/or Goods to be sold:**

[illegible]

## IMPORTANT REMINDER: ALL VENDORS ARE SELF-CONTAINED

All Summer Festivals are held rain or shine. Please judge your participation accordingly.

No Electric is Available

No Water is Available

No Dumping of Any Kind (Water or Grease)

Clean your vending area

Keep all items coolers, tables, etc. inside designated area. (Do Not Place on Sidewalk)

Take all belongings at conclusion of event/breakdown

Vendor must have a **flame resistant** tent

*No Staking Permitted – must come with required weight system for your tent (at least 50lbs.) Generator must be inspected. Please come prepared with **Sound-Extenuating Generator.***

**NOTE: KEEP PAGES 1 and 5 FOR YOUR RECORDS AND MAKE COPIES OF EACH EVENT APPLICATION YOU SUBMIT!**

## RULES AND REGULATIONS – PLEASE INITIAL AND SIGN

All Summer Festivals are in outdoor venues and will operate rain or shine. Initial \_\_\_\_\_

Each Vendor location/space is one (1) – 10 foot by 10-foot area only. Initial \_\_\_\_\_

Vendors must include storage within booth set-up.

No storage will be allowed behind or outside of booth Initial \_\_\_\_\_

All vendors will be assigned a space by the Cultural Affairs Office Initial \_\_\_\_\_

**Dumping is PROHIBITED** including oils, grease, coals, ice, trash, etc. onto Vendors, who use cooking oil, must cover their cooking area.

**Example: Roofing/Tar paper. It can be purchased at your local hardware store.** Initial \_\_\_\_\_

Participating vendors shall be responsible for cleaning around their general vending area at the end of each night Initial \_\_\_\_\_

There are NO water, electrical or telephone hook-ups available Initial \_\_\_\_\_

**Cityfest Inc., the City of Wilmington and Sponsors of events will NOT be** Initial \_\_\_\_\_

Vendors with edible goods must have current license

issued by the State Board of Health. Call Environmental Health Dept. at 302-

283-7110. **Health permits are due office two (2) weeks prior to event OR**

**YOU WILL FORFEIT YOUR VENDOR'S LOCATION AND FEES.** Initial \_\_\_\_\_

**Security Deposit:** Participating vendors who use cooking oils or grease will be required to pay an additional security fee of \$50 in the event of spills that may occur where upon the cost of cleanup is incurred by the City of Wilmington

Initial \_\_\_\_\_

Vendors must show proof of Insurance and Worker's Compensation as outlined on page 3 of this document.

Initial \_\_\_\_\_

Vendors must have a current City of Wilmington Business License or Special Events License from the Department of License and Inspection.

Initial \_\_\_\_\_

Vendors can only sell items that were approved on application.

Initial \_\_\_\_\_

There will be a designated time for load in and load out.

Initial \_\_\_\_\_

**All Vendor Parking will be available in designated area.**

**There will be no support vehicles in vending areas.**

## **RULES AND REGULATIONS (CON'T) – PLEASE INITIAL AND SIGN**

Vendors must adhere to set-up and tear down times for each event. If vendors arrive late, you must forfeit day of setup with no refund

Initial \_\_\_\_\_

Vendor understands this is an opportunity share goods, information and products with interested festival patrons and other vendors are entitled to same rights

Initial \_\_\_\_\_

Vendor will, in no way, infringe on any patrons' enjoyments or any other vendors right to vend. Should this occur, I understand that I have waived my rights as a vendor and shall be removed from property and no refund shall be given.

Initial \_\_\_\_\_

**Proof of Insurance:** General liability (\$1,000,000 minimum) naming the City of Wilmington and Cityfest, Inc. as additional insured on the policy. **There will be no exceptions.** If participating in more than one event, it may be more convenient to list them at the time of securing your policy. If you have any questions, regarding insurance requirements, please contact Norma Ramirez at the City's Risk Management Office 302-576-2460.

Initial \_\_\_\_\_

**Workers Compensation Statute:** If this applies to your operation, you must also provide \$100,000 employer's liability.

Initial \_\_\_\_\_

**We appreciate your interests and wanted to provide further information about the vendor selection process. Although Cityfest Inc. has its own 501c3 designation and is overseen and coordinated by a Board of Directors, the City of Wilmington's event vendor selection process has been adopted by Cityfest Inc. In addition to limited spacing, vendor's technical feasibility and electrical requirements, which may vary from event to event, the following considerations form the primary basis for vendor selection:**

- **Overall menu balance/product diversity of the festival**
- **Previous history with the event**
- **Experience with vending at festivals/events**

By signing below, I hereby understand and agree to the terms, rules and regulations outlined in the application. I further understand and acknowledge that the Mayor's Office of Cultural Affairs, Cityfest and City of Wilmington may immediately terminate my right to participate in any 2017 Cityfest Inc. Summer Festivals.

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**Signature of Vendor**

**\*\* If you do not have a City of Wilmington business license, and will be vending for longer than 3 days consecutively, a temporary vending permit may be issued for a fee of \$25.00**

**See Note:** *Vendors set-up time and location will be assigned. Vendors arriving late will be denied set-up and will forfeit vendors fee. Please be reminded to have a quiet generator to avoid dismissal from event.*

Are you **Food Truck** (Circle One)      Yes      No      Width & Length W \_\_\_\_\_' X \_\_\_\_\_'

Are you a **Food Trailer** (Circle One)      Yes      No      Width & Length W \_\_\_\_\_' X \_\_\_\_\_'

**VENDING DATES CHOSEN:**      6/21 - 6/24

(PLEASE CIRCLE ONE)      \$500.00

Vendor Fee:      \$ \_\_\_\_\_

Temp. Bus. License      \$ \_\_\_\_\_

Security:      \$ \_\_\_\_\_

Total Fee:      \$ \_\_\_\_\_

**If you are selected, you will be notified by May 1, 2017. You will have 7 days to submit payment by cashier's/certified check, money order, or credit card within 5 days of receipt of your confirmation email.**

**I agree to comply with the prescribed requirements, terms and conditions outlined by the City of Wilmington.**

\_\_\_\_\_  
Signature of Vendor/Title \_\_\_\_\_ Date \_\_\_\_\_

**Note:** The City of Wilmington will not discriminate on the basis of race, creed, color, national origin, age, religion, sex, sexual orientation, marital status or economic status, or handicap or other disability.





# ***WILMINGTON FIRE DEPARTMENT***

## ***FIRE PREVENTION DIVISION***

The Mayor's Office of Cultural Affairs in accordance with the Wilmington Fire Department/Fire Prevention Division requires that all food vendors review and comply with the special events requirements listed below:

- All food vendors are responsible for obtaining the necessary permits from the Delaware Division of Public Health
- **Every food vendor who cooks with a generator, electrical hook-up or propane shall have 5 lb. multipurpose ABC or BC fire extinguisher readily available. Any use of a fryer will require a Type "K" Extinguisher in addition to the ABC Extinguisher.**
- **Fire extinguishers must be inspected and tagged, within the past year, by a Fire Equipment Company registered in the State of Delaware.**
- If a portable generator is used, no more than 10 gallons of fuel in an Underwriters Laboratory (UL) approved safety container, shall be stored at the vendors space.
- Propane cylinders shall be stored in an upright and secured position
- Exit door and aisles in the tents shall be unobstructed to the vendors at all times.
- No open flames such as candles, lanterns, kerosene or gas fired heaters and cooking equipment are permitted near or under combustible materials (i.e., canopies)
- Hot surfaces from cooking and heating appliances, such as grills, hot plates and coffee makers, shall be blocked so that public is protected from physical contact of these appliances.
- Deep fryers shall have splash covers
- No frayed wires or overloaded extension cords are permitted.
- Decorations on the vendor's carts shall be flame resistant.
- Access to fire hydrants shall remain unobstructed during the event.

*The Fire Marshal's Office will conduct an on-site inspection of vendor's space.  
If you have any questions concerning these Life Safety requirements, contact the Fire  
Marshal's Office at 302-576-3120 during business hours.*

***FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS MAY RESULT IN DISMISSAL  
FROM EVENT***



**APPLICATION FOR PERMIT TO OPERATE A TEMPORARY FOOD ESTABLISHMENT (TFE)**  
**APPLICATIONS MUST BE SUBMITTED 10 DAYS PRIOR TO THE EVENT**

COMPLETE AND RETURN TO ENVIRONMENTAL HEALTH FIELD SERVICES (EHFS) OFFICE LOCATED IN THE COUNTY  
IN WHICH THE TEMPORARY FOOD ESTABLISHMENT WILL BE LOCATED

New Castle County EHFS  
Chopin Building, Suite 105  
258 Chapman Rd  
Newark, DE 19702  
Phone: 302-283-7110  
Fax: 302-283-7111

Kent County EHFS  
Thomas Collins Building  
540 S. DuPont Hwy, Suite 5  
Dover, DE 19901  
Phone: 302-744-1220  
Fax: 302-739-1957

Sussex County EHFS  
Adams State Service Center  
544 S. Bedford St.  
Georgetown, DE 19947  
Phone: 302-515-3302  
Fax: 302-515-3301

Name of Event: \_\_\_\_\_ Date(s) Of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Business/Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person Email: \_\_\_\_\_

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

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

Name of Person-in-Charge of this TFE at Event: \_\_\_\_\_

Proposed Menu: \_\_\_\_\_

Site of Food Preparation (if other than Event Location): \_\_\_\_\_

Vendor/Supplier of Foods (Where will Foods be Purchased?): \_\_\_\_\_

Water Supply (circle one):    Public System    Bottled

Equipment Used for Transporting Foods to Event: \_\_\_\_\_

Equipment Used for Cooking Food to Required Temperatures: \_\_\_\_\_

Equipment Used for Maintaining Cold Food at 41° F or Lower: \_\_\_\_\_

Equipment Used for Maintaining Hot Food at 135° F or Above: \_\_\_\_\_

Hand Washing Facilities at EACH Vendor Site (Circle One):

Hand Washing Sink      Hand Washing Station Consisting of a Container with Spigot, Catch Bucket, Soap, Paper Towels

Utensil Washing Facilities at Each Vendor Site (Circle One):    3-Compartment Sink      3 Containers      Multiples of Utensil(s)

In applying for a Temporary Food Establishment permit, I understand that failure to comply with all food safety requirements may result in the suspension of the permit, at which time all food operations must cease, until corrective action is taken and approved.

\_\_\_\_\_  
Signature and Title of Applicant

\_\_\_\_\_  
Date

<<FOR OFFICIAL USE ONLY>>

Application Approved By: \_\_\_\_\_ Date: \_\_\_\_\_ Revised 2/1/16

Approved with Following Revisions: \_\_\_\_\_



## Department of Licenses and Inspections

Date(s) of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Fee: \_\_\_\_\_

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

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

Business Telephone: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

### FOR INTERNAL USE ONLY

Authorized by:

Permit Number:

Vendors must also be authorized to conduct business in the City of Wilmington. If any of your vendors do not already possess a City of Wilmington business license, they can obtain a Temporary Vending Permit through the Special Events Coordinator. Requests for a temporary permit must be received no later than 30 days prior to the start of your event.

Once approved, the permit must be made available for review and inspection on the day of the event. All vendors are responsible for maintaining cleanliness during and after your event.

Dumping is prohibited on any City property. It is important that you as a vendor comply with these requirements; noncompliance may hinder your ability to participate in future events in the City of Wilmington.

### Department of Licenses and Inspections

Louis L. Redding City/County

Building

800 N. French Street, 3rd Floor

Wilmington DE 19801