2017 City of Wilmington Clifford Brown Jazz Festival Vendor Application

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<th>Event</th>
<th>Event Date</th>
<th>Due Date</th>
<th>Approval Date</th>
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<td>Clifford Brown Jazz Festival</td>
<td>June 21-24</td>
<td>April 15</td>
<td>May 1</td>
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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.

Completed & Signed Vendor Event Form:

Ø Cashier’s/Certified Check or Money Order only – Checks made payable to Cityfest Inc.
Ø City of Wilmington Business License (Return Copy With Application)
Ø Proof of Liability Insurance and Worker’s Compensation – See additional insured request on page 3
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

Mail all forms and fees prior to deadline to the attention of:
Tiffany D. Christopher, Special Events Coordinator
Mayor’s Office of Cultural Affairs,
800 North French Street 9th Floor
Wilmington, DE 19801

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.
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

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 ____________
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

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

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.

**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.

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

________________________________________
Signature of Vendor
HOLD HARMLESS AND INDEMNITY CLAUSE

___________________________________ (Name of Vendor), its officers, and members shall, through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend the City of Wilmington and Cityfest, Inc., and their agents and employees from all liability, judgments, suits, costs, and actions, including attorney’s fees and all costs of litigation of every kind and description brought or rendered against the City of Wilmington and/or Cityfest, Inc., as a result of any act or failure to act by ______________________________________ (Name of Vendor), its officers, members, or employees.

________________________________________  _______________
Event Name                                           Date of Event

________________________________________  _______________
Signature/Title                                       Date
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

<table>
<thead>
<tr>
<th>New Castle County EHFS</th>
<th>Kent County EHFS</th>
<th>Sussex County EHFS</th>
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<tr>
<td>Chopin Building, Suite 105</td>
<td>Thomas Collins Building</td>
<td>Adams State Service Center</td>
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<tr>
<td>258 Chapman Rd</td>
<td>540 S. DuPont Hwy, Suite 5</td>
<td>544 S. Bedford St.</td>
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<tr>
<td>Newark, DE 19702</td>
<td>Dover, DE 19901</td>
<td>Georgetown, DE 19947</td>
</tr>
<tr>
<td>Phone: 302-283-7110</td>
<td>Phone: 302-744-1220</td>
<td>Phone: 302-515-3302</td>
</tr>
<tr>
<td>Fax: 302-283-7111</td>
<td>Fax: 302-739-1957</td>
<td>Fax: 302-515-3301</td>
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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 and Licenses and Inspections**

Date(s) of Event: __________________________ Location: __________________________

| Fee: __________________________ |
| Name: __________________________ |
| Address: __________________________ |
| __________________________ |
| __________________________ |

Telephone: __________________________

Business Name: __________________________

Business Telephone: __________________________

Vendor Signature: __________________________

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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.

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**Department of Licenses and Inspections**

Louis L. Redding City/County Building
800 N. French Street, 3rd Floor
Wilmington DE 19801