



12TH ANNUAL • AUGUST 18 & 19

RIVERFRONT

DRAGON BOAT &  
ASIAN FESTIVAL



HARTFORD, CT



## VENDOR APPLICATION

The **Riverfront Dragon Boat & Asian Festival** attracts over **15,000 people** down to **Mortensen Riverfront Plaza** on the Connecticut River for two full days of **exciting dragon boat racing** and a **colorful festival** celebrating Hartford's rich Asian culture. This family event will take place on **Saturday, August 18<sup>th</sup>** and **Sunday, August 19<sup>th</sup>** from **10am until 3pm** and will offer **authentic Asian cuisine**, music and other **entertainment, martial arts demonstrations, cultural vendors and crafters, activities for children** and much more!

**Deadline is Friday, June 22<sup>nd</sup>, 2012** for submission of the **complete** Vendor Application, including ALL fees, proper insurance certificate, CT sales and use tax number, proof of necessary permits and menu or list of items to be sold or exhibited. **If any documentation, fees or deposits are not received by the application deadline, a \$100.00 late fee will be applied to your application.**

**PLEASE RETURN THE FOLLOWING COMPLETE APPLICATION AND KEEP A COPY FOR YOUR RECORDS**

<b>Contact Name</b>		
<b>Business Name</b>		
<b>Mailing Address</b>		
<b>City, State, Zip</b>		
<b>Daytime Phone/ Cell Phone</b>		
<b>Fax/ Email</b>		
<b>Website</b>		
<b>CT Sales &amp; Use Tax #</b> *You may NOT use a tax ID or resale number from a different state		
<b>Menu and/or List of Services &amp; Products to Exhibit or Sell:</b>	<hr/> <hr/> <hr/>	
	<b>* Riverfront Recapture reserves the right to restrict items to minimize product duplication at event</b>	
<b>Display:</b>	<input type="checkbox"/> Tent Dimensions: ___ ft x ___ ft	<input type="checkbox"/> Popcorn Machine
	<input type="checkbox"/> Concessions Trailer Dimensions: ___ ft x ___ ft	<input type="checkbox"/> Cotton Candy Machine
	<input type="checkbox"/> Cart(s) Dimensions: ___ ft x ___ ft	<input type="checkbox"/> Nacho Machine
	<input type="checkbox"/> Propane Grill	<input type="checkbox"/> Generator
	<input type="checkbox"/> Propane Oven	<input type="checkbox"/> Charcoal Grill *
	<input type="checkbox"/> Propane Fryolator	<input type="checkbox"/> Steam Table
	<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Other - Please describe
	<input type="checkbox"/> Freezer	* Charcoal grills are prohibited unless special permission has been granted by Riverfront Recapture.
	<input type="checkbox"/> Blender	

Please write the quantity of items that you will need and the total in the corresponding column, followed by the grand total on the line below.

Vendor Sites and Equipment/ Service Options	Quantity	Fees	Total
Food Vendor		\$500.00	\$
Merchandise Vendor + City of Hartford Itinerant Vendor License Fee		\$300.00 + 25.00	\$
Marketing and Promotion – Commercial		\$600.00	\$
Marketing and Promotion – Non Profit		\$300.00	\$
One Day Event Insurance (TULIP POLICY)		\$150.00	\$
10' x 10' Tent		\$175.00	\$
8' Table		\$10.00	\$
Chair		\$2.00	\$
40 lb Bag of Ice		\$10.00	\$
110V Electric Service		\$75.00	\$
Mandatory Refundable Deposit	1	\$75.00	\$75.00

My TOTAL Payment Is Enclosed: \$ \_\_\_\_\_

**Method of Payment:**

\_\_\_ Check or Money Order, payable to Riverfront Recapture - 50 Columbus Blvd, First Floor - Hartford, CT 06119

\_\_\_ Cash



A \$25.00 FEE WILL BE CHARGED FOR NSF CHECKS OR DECLINED CREDIT CARD TRANSACTIONS

Name as listed on Credit Card: \_\_\_\_\_

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ CVC/ CVV Code: \_\_\_\_\_

**Hold Harmless Agreement and Statement of Understanding:**

The Vendor shall comply with all local, state, and federal laws and ordinances in their operation of their site during the event and shall provide insurance in accordance with Riverfront Recapture's requirements. The Vendor shall indemnify Riverfront Recapture, Inc., the City of Hartford, the Town of East Hartford, and the Metropolitan District Commission including, but not limited to, its elected officials, its officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the Vendor during the Vendor's performance of this contract. The Vendor shall indemnify and defend Riverfront Recapture, Inc., the City of Hartford, the Town of East Hartford, and the Metropolitan District Commission including, but not limited to their elected officers, employees, employees and agents, from any and all losses or liabilities resulting from any such claim, including, but not limited to, damage awards, costs and attorney's fees.

I have read, fully understand, and agree to abide by the vendor rules and regulations for the Riverfront Dragon Boat & Asian Festival

\_\_\_\_\_

Signature

Date

**Mailing Address**

Riverfront Recapture / Attn: Public Events Manager

50 Columbus Blvd, First Floor

Hartford, CT 06106

Phone 860.713.3131 ext. 329 / Fax 860.713.3138

Email [jlone@riverfront.org](mailto:jlone@riverfront.org)

Website [www.riverfront.org](http://www.riverfront.org)

**PLEASE CAREFULLY READ THE FOLLOWING RULES, REGULATIONS AND APPLICATION INSTRUCTIONS**

**General Vendor Rules and Regulations**

- Each vending site consists of a 10' X 20' area. Your entire display must be contained in this space. Sites larger than 10' x 20' must be approved by Riverfront Recapture and additional site fees will be charged.
- By submitting this application, the Vendor acknowledges that its application may be accepted or rejected by Riverfront Recapture, in the exercise of its sole discretion, and that if the Vendor is accepted, its participation will be subject to the terms and conditions contained herein. If the application is rejected, all fees paid directly to Riverfront Recapture will be refunded.
- The Riverfront Dragon Boat & Asian Festival is a free event produced by Riverfront Recapture, a private non-profit organization contracted by the City of Hartford and the Town of East Hartford to manage the Riverfront parks in Hartford and East Hartford, Connecticut. Riverfront Recapture has the right to control all aspects of the event and at its sole discretion may determine if the Vendor is acting in a manner detrimental to the event. In such circumstances, Riverfront Recapture may expel the Vendor from the event and the Vendor shall forfeit all fees and deposits.
- The Vendor agrees to be ready and open for business at the advertised commencement of the event – 9:00am – and must remain open until the advertised conclusion of the event – 4:00pm. Vendor shall remove all vehicles and any other items used in conjunction with setting up by time noted in confirmation letter – TBD. Failure to do so may result in the forfeiture of the deposit.
- Riverfront Recapture does not guarantee exclusivity and does not guarantee or represent that any level of revenue will be generated at the event. The location of the Vendor's site shall be determined by Riverfront Recapture . **Typically sites are assigned in the order that completed applications are received.** Riverfront Recapture does not guarantee any specific location or site assignment.
- The Vendor is responsible for returning all rental items to Riverfront Recapture at the conclusion of the event. The Vendor is responsible for the full replacement value of any rented items that are damaged or not returned.
- **Riverfront Recapture will determine, at its sole discretion, if it is unsafe to hold the event due to extreme weather conditions. No refunds will be made as a result of weather related postponements or cancellations.**
- **TENT** – All tents, canvas-type booths, and coverings shall be fire retardant and be accompanied by a certificate stating such (food vendors only). Where tents are set up on hard surfaces, tent stakes may not be used. **Tents MUST BE WEIGHED DOWN with sand bags, blocks, or other weights.** Tents larger than 10' x 10' require written permission from Riverfront Recapture and must be permitted with the appropriate municipality.
- **ELECTRIC SERVICE** – If you need to use Riverfront's electric service, you MUST pay the fee of 75.00.
- **GENERATORS**- The use of generators requires written permission from Riverfront Recapture. Generators must be permitted with the appropriate municipality.
- **REFUNDABLE DEPOSIT** - All vendors are required to pay a \$75.00 REFUNDABLE DEPOSIT to Riverfront Recapture in addition to the site fee. This deposit will be returned to the vendor after the event, provided their vending site is clean and free of damage and that they have complied with all rules and regulations.

**Insurance**

The Vendor shall be required to furnish evidence of **insurance coverage** acceptable to Riverfront Recapture, Inc. indicating the following coverage. This coverage shall remain in full force for the duration of the contract term including any and all extensions. All renewal certificates shall be furnished at least ten (10) days prior to policy expiration. Each insurance coverage named shall provide not less than a 30-day notice of cancellation to Riverfront Recapture.

- Commercial General Liability Insurance including but not limited to, products liability and complete operations, contractual liability, independent contractor, for a combined single limit of no less than \$1,000,000 per occurrence for bodily injury and property damage with a minimum policy aggregate of \$2,000,000. Such general liability insurance must be endorsed as Primary/Non-Contributory as to any insurance maintained by the Additional Insureds and have a severability of interests clause. The Vendor's expressly agrees to waive its rights, benefits and entitlements under the "other insurance" clause of its commercial general liability insurance policy with respect to the Additional Insureds. All deductibles and retentions are the sole responsibility of the Vendor to pay and/or indemnify;
- Comprehensive Automobile Liability Insurance covering all owned, non-owned and hired vehicles for a minimum combined single limit of \$1,000,000;
- Workers' Compensation-Statutory Limits & Employers Liability-with limits not less than \$500,000/\$500,000/\$500,000;
- Riverfront Recapture, Inc., the City of Hartford, the Town of East Hartford, and the Metropolitan District Commission are named as Additional Insureds on the insurance coverage named above for claims arising out of the Vendor's performance of the contract herein. **THE UNDERLINED WORDING MUST BE SHOWN IN THE SPACE PROVIDED FOR "COMMENTS" ON THE INSURANCE CERTIFICATE.**

**If you do not have insurance or your insurance does not meet our requirements, you can purchase a 1-day Special Events policy through Riverfront Recapture for \$150. Simply pay for the policy and we will send you additional information.**

### CT Sales and Use Tax Number

Any vendor selling a product (merchandise and food) or service in the State of Connecticut, even for just one day, must have a **CT Sales and Use Tax Number**. If you do not already have one, you must obtain one from the Connecticut Department of Revenue Service. To apply, contact the **Department of Revenue Services, State of CT, PO Box 2937, Hartford CT 06104 (800) 382-9463** or apply online at: <https://drsbustax.ct.gov/REG/registration.aspx>

### Tent and Electric (Generator) Permits

**If you are planning to bring a generator or a tent larger than 16' x 16' to the event you must apply for the appropriate permit in person at the following locations after receiving permission from Riverfront Recapture:**

**City of Hartford** – Apply at the DEPARTMENT OF DEVELOPMENT SERVICES - Licenses and Inspections Division, 260 Constitution Plaza Hartford, CT 06103 between the hours of 8:00am and 5:00pm / Tel: (860) 757-9200 / Fax: (860) 722-6374

**Town of East Hartford** – Apply at the East Hartford Town Hall at 740 Main Street East Hartford, CT 06108 between the hours of 8:30am and 4:30pm / (860) 291-7324

### Food Vendor Rules and Regulations

- **Temporary Food Permit – All vendors selling food or beverage of any kind are required to purchase a temporary food permit from the City or Town in which they will be selling their product.**
  - **City of Hartford (Mortensen Riverfront Plaza vendors)**
    - Application for Temporary Food License can be found via this website: <http://hhs.hartford.gov/webfiles/Environment.aspx>
    - You may fax application to 860.722.6677 OR
    - You may email application to Nicole Lugo at [lugon001@hartford.gov](mailto:lugon001@hartford.gov) OR
    - You may hand deliver or mail application to  
City of Hartford | Health and Human Services  
Environmental Health Division  
131 Coventry Street, Hartford, CT 06112
    - **City of Hartford Environmental Health Division must receive your temporary food permit application by 15 business days prior to event date, or June 15<sup>th</sup>, 2012, or they will charge a late fee**
    - **Certified check, money order, or credit card will be accepted. No cash or personal checks.**
  - **Town of East Hartford (Founders Plaza and Great River Park vendors)**
    - Application for Temporary Food Permit can be found via this website: [http://www.easthartfordct.gov/Public\\_Documents/EastHartfordCT\\_Health/RevisedTempFSAppl.health.pdf](http://www.easthartfordct.gov/Public_Documents/EastHartfordCT_Health/RevisedTempFSAppl.health.pdf)
    - You may hand deliver or mail application to East Hartford Town Hall 740 Main Street East Hartford, CT 06108
    - Phone: (860) 291-7324 / Hours: Monday - Friday 8:30AM- 4:30 PM
    - **Town of East Hartford must receive your temporary food permit application by 10 business days prior to event date, or June 22<sup>nd</sup>, 2012, or they will charge a late fee**
    - **Check or cash accepted. No credit cards.**

### Merchandise Vendor Rules and Regulations

- The City of Hartford requires that all merchandise vendors obtain an Itinerant Vending License. The fee for this License is \$25. Acting as an agent for the City of Hartford, Riverfront Recapture has been authorized to process your Itinerant Vending License Application and collect the fee. Riverfront Recapture will make payment to the City of Hartford and will obtain Itinerant Vending Licenses on your behalf. You will receive your Itinerant Vending License on the day of the event. The License is to be displayed at your site prior to scheduled inspections.
- Items **not permitted** for sale at the **Riverfront Dragon Boat and Asian Festival** include:
  - **Toy guns or realistic looking weapons**
  - **Fireworks (items containing gunpowder) of any type including sparklers and Snap-n-Pops are illegal in the Riverfront Parks and are strictly prohibited.**
  - Items that involve the firing or jettison of water
  - Items that involve projectiles
  - Silly String
  - **Vendors found to be selling these items are subject to ejection from the event site, and you will not be invited to vend at any future Riverfront event.**