



Festival del Coqui



Vendor Application - Marketing & Promotion, Food & Beverage, Merchandise

Sunday, June 6th, 2010

Mortensen Riverfront Plaza, Hartford, CT

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Cell Phone: _____

Email Address: _____

Web Address: _____

CT Sales & Use Tax Number _____

Menu/Services to Exhibit or Sell* _____

*Riverfront Recapture reserves the right to restrict certain items to avoid product duplication at the event

IMPORTANT INFORMATION

Your application is only complete if we have received the following:

- ___ Completed & Signed Application
- ___ Payment & Deposit
- ___ Acceptable Insurance
- ___ Copy of Food Permit Receipt
- ___ Copy of Vending License Receipt
- ___ Photo/Diagram of Display

Mailing Address

RIVERFRONT RECAPTURE
 50 Columbus Boulevard
 1st Floor
 Hartford, CT 06106

Contact

Public Events Manager

Phone 860.713.3131
 Fax 860.713.3138

jleone@riverfront.org
 www.riverfront.org

Application Deadline: Friday, May 21st, 2010

Please submit all pages of application, fees, and documentation for consideration

Display / Insurance / Permitting

DISPLAY

To help us to provide you with the best possible vending experience, we need to know some details about your vending display.

Please check off all that apply to your vending display:

- | | |
|--|---|
| <input type="checkbox"/> Tent* | _____ feet x _____ feet |
| <input type="checkbox"/> Concessions Trailer | Power _____ amps Dimensions _____ x _____ |
| <input type="checkbox"/> Cart (s) | Power _____ amps Dimensions _____ x _____ |
| <input type="checkbox"/> Propane Grill | Tank size _____ lbs |
| <input type="checkbox"/> Propane Oven | Tank size _____ lbs |
| <input type="checkbox"/> Propane Fryolator | Tank size _____ lbs |
| <input type="checkbox"/> Refrigerator | Power draw _____ amps |
| <input type="checkbox"/> Freezer | Power draw _____ amps |
| <input type="checkbox"/> Blender | Power draw _____ amps |
| <input type="checkbox"/> Popcorn Machine | Power draw _____ amps |
| <input type="checkbox"/> Cotton Candy Machine | Power draw _____ amps |
| <input type="checkbox"/> Nacho Machine | Power draw _____ amps |
| <input type="checkbox"/> Generator * | |
| <input type="checkbox"/> Charcoal Grill * | |
| <input type="checkbox"/> Steam Table | |
| <input type="checkbox"/> Other - Please describe _____ | |

TENTS* - All tents, canvas-type booths, and coverings shall be fire retardant and be accompanied by a certificate stating such. 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.**

GENERATORS* - The use of generators requires written permission from Riverfront Recapture. Generators must be permitted with the appropriate municipality.

GRILLS* - Charcoal grills are only allowed with written permission from Riverfront Recapture. If you are using a grill, the area beneath the grill must be protected from grease or other damaging material. Grills must be isolated from the public.

PERMITS AND LICENSING

CT Sales and Use Tax Permit - Food & Merchandise Vendors

If you do not have a CT Sales and Use Tax Number, you must obtain one from the Connecticut Department of Revenue Service even if you will only be making sales for one day. To apply, contact the Department of Revenue Services, State of CT, PO Box 2937, Hartford CT 06104 (800) 382-9463 or apply on-line at <https://drsbustax.ct.gov/REG/registration.aspx>.

Temporary Food License - Food Vendors Only

Hartford - Apply at the Hartford Health Department, 131 Coventry Street, Hartford, CT 06112 Monday - Friday, 9:00 am - 3:00 pm. (860) 543-8816. You must have this application in your possession when applying for your license. Note: The Hartford Health Department only accepts **CERTIFIED CHECK** or **MONEY ORDER** for payment.

Please provide Riverfront Recapture with a copy of your receipt with this application.

Itinerant Vending Permit - Merchandise Vendors Only

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. Riverfront Recapture will distribute Itinerant Vending Licenses on the day of the event. The License is to be displayed at your site prior to scheduled inspections.

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.

1. 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;
2. Comprehensive Automobile Liability Insurance covering all owned, non-owned and hired vehicles for a minimum combined single limit of \$1,000,000;
3. Workers' Compensation-Statutory Limits & Employers Liability-with limits not less than \$500,000/\$500,000/\$500,000;
4. 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.

Fees/ Terms & Conditions/ Payment

VENDOR FEES

Each vending site consists of a 10' X 20' area. Your entire display must be contained in this space. If you need more room, additional sites must be purchased.

QTY

Vendor Type & Site Fee

___ \$ 500 Marketing & Promotion \$ _____

___ \$ 400 Food & Beverage \$ _____

___ \$ 150 Merchandise \$ _____

___ Refundable Clean Up Deposit \$ 75.00
(food & beverage vendors ONLY)

___ Itinerant Vendor Permit Fee \$ 25.00
(merchandise vendors ONLY)

Equipment & Service Options

___ \$ 75 110V, 20 amp Electric Service \$ _____

___ \$ 150 TULIP Insurance * \$ _____

* 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.

___ \$ 175 10' x 10' tent \$ _____

___ \$ 10 8' Table \$ _____

___ \$ 2 Chair \$ _____

___ \$ 10 40 lb. bag of Ice \$ _____

Total Due to Riverfront Recapture \$ _____

Method of Payment (check one):

Check or Money Order (payable to Riverfront Recapture)



A 3% Service Charge will be added to Credit Card Transactions

Account Number: _____ Exp. Date: ____/____/____ CVS Code: _____

Card Name: _____

The above mentioned Vendor hereby submits this application for participation in the Riverfront Recapture sponsored event and accepts and agrees to the terms and conditions contained in this agreement. The signature on this document provides Riverfront Recapture with the ability to charge all applicable fees, deposits, and service charges to the credit card (if applicable). **ALL PAYMENTS ARE NON-REFUNDABLE.**

Printed Name

Signature

Date

Riverfront Recapture

50 Columbus Blvd., 1st Floor

Hartford, CT 06106-1984

The undersigned Vendor hereby submits its application to receive the right to occupy a vendor site at the Riverfront Recapture sponsored event to be held on **Sunday, June 6th, 2010**. 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.

Festival del Coquil 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 and must remain open until the advertised conclusion of the event. Failure to do so may result in the forfeiture of the deposit.

Only those applications submitted on or before the Registration Deadline and accompanied by full payment, supporting documentation, and evidence of permits and licenses, shall be considered for participation in the event. If the applicant is rejected, all fees will be refunded.

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.

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.

The Vendor shall be ready for business by **1:00pm on June 6th**. Vendor shall remove all vehicles and any other items used in conjunction with setting up by **1:00pm**.

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.

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.