



VENDOR APPLICATION

FOOD – MERCHANDISE – NOVELTY – MARKETING & PROMOTIONS



Riverfest is **Riverfront Recapture's** oldest, largest and most popular festival. 2012 marks the **32nd year** that over a **quarter million people** from all over the northeast gather at **three locations** on the **Connecticut River** to celebrate our nation's independence, spend time with friends and family, visit the many **vendors**, enjoy a variety of **entertainment and activities**, and last but not least, witness the **best fireworks display** in the state!

Saturday, July 7th, 2012 (Rain Date – Sunday, July 8th)

Mortensen Riverfront Plaza, Downtown Hartford

Great River Park and Founders Plaza, East Hartford

4:00 PM to 9:30 PM

Spectacular Fireworks over the Connecticut River at 9:00 PM



Deadline is Friday, June 22nd, 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

Contact Name		
Business Name		
Mailing Address		
City, State, Zip		
Daytime Phone/ Cell Phone		
Fax/ Email		
Website		
CT Sales & Use Tax # *You may NOT use a tax ID or resale number from a different state		
Menu and/or List of Services & Products to Exhibit or Sell:	<hr/> <hr/> <hr/>	
	* Riverfront Recapture reserves the right to restrict items to minimize product duplication at event	
Display:	<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 select from the following options which correspond to each Riverfest site. Please note that each vending site is 10' x 20'.
 Additional sites need to be purchased should your set up exceed 10' x 20':

Upper Riverfront Plaza, Hartford	Price	Quantity	Total
Food Vendor	600.00		
Merchandise Vendor	500.00		
EXCLUSIVE Novelty Vendor	1,500.00		
Non-Profit Community Marketing	400.00		
Commercial Marketing	1,500.00		
Optional One Day Event Insurance (TULIP Policy)	150.00		
110V/ 15 AMP Electric Service	75.00		
Optional 10' x 10' Rented Tent	175.00		
City of Hartford Itinerant Vendor License – Merchandise & Novelty Vendors Only	25.00		
Mandatory Refundable Deposit	75.00	1	75.00

Lower Riverfront Plaza, Hartford	Price	Quantity	Total
Food Vendor	500.00		
Merchandise Vendor	400.00		
EXCLUSIVE Novelty Vendor	1,250.00		
Non-Profit Community Marketing	325.00		
Commercial Marketing	1,250.00		
Optional One Day Event Insurance (TULIP Policy)	150.00		
110V/ 15 AMP Electric Service	75.00		
Optional 10' x 10' Rented Tent	175.00		
City of Hartford Itinerant Vendor License – Merchandise & Novelty Vendors Only	25.00		
Mandatory Refundable Deposit	75.00	1	75.00

Founders Plaza, East Hartford	Price	Quantity	Total
Food Vendor	425.00		
Merchandise Vendor	300.00		
EXCLUSIVE Novelty Vendor	1,000.00		
Non-Profit Community Marketing	250.00		
Commercial Marketing	1,000.00		
Optional One Day Event Insurance (TULIP Policy)	150.00		
Optional 10' x 10' Rented Tent	175.00		
Mandatory Refundable Deposit	75.00	1	75.00

Great River Park, East Hartford	Price	Quantity	Total
Food Vendor	425.00		
Merchandise Vendor	300.00		
EXCLUSIVE Novelty Vendor	1,000.00		
Non-Profit Community Marketing	250.00		
Commercial Marketing	1,000.00		
Optional One Day Event Insurance (TULIP Policy)	150.00		
Optional 10' x 10' Rented Tent	175.00		
Mandatory Refundable Deposit	75.00	1	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 06106

___ 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 Riverfest 2012.

Signature

Date

Application Checklist – Due June 22nd, 2012

Mailing Address

- ___ Completed and Signed Application
- ___ Payment in Full
- ___ Insurance Certificate or Payment for TULIP Policy
- ___ Payment for City of Hartford Itinerant Vendor License – Riverfront Plaza Merchandise Vendors ONLY
- ___ Proof of Submission of Temporary Food License Application
- ___ Proof of Submission of Generator Permit Application – ONLY for Use of Generator

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 jleone@riverfront.org
 Website 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.
- Riverfest 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 – 4:00pm – and must remain open until the advertised conclusion of the event – 10:00 p.m. Vendor shall remove all vehicles and any other items used in conjunction with setting up by 2:00 p.m. 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** – Electric service is ONLY available in Hartford at both the upper and lower levels of Riverfront Plaza. There is NO access to power in Founders Plaza or Great River Park. 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 TULIP policy through Riverfront Recapture for \$150. Simply pay for the policy and we will obtain the certificate of insurance on your behalf.

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 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 15th, 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
 - 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 22nd, 2012, or they will charge a late fee**
 - **Check or cash accepted. No credit cards.**

Merchandise and Novelty 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.
- One Exclusive Novelty Vendor Contract will be granted per site. The Contract will be granted in the order that COMPLETE applications and payment are received. We will notify you if the site you have selected has already been taken. Festival managers will give you first right of refusal for an alternate Riverfest site, or we will return your payment in full.
- Items **not permitted** for sale at **Riverfest** 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.**