

WATERFIRE SHARON

Be a part of the region's newest and most creative arts event series!



Food Vendor Application & Guidelines

August 3, September 14 and October 12 2013

Application deadline June 28, 2013

Food vendors wishing to apply to WaterFire Sharon must submit the attached application by June 28, 2013. In order to avoid duplication of food service, all vendors must indicate on the application form all types of food and drinks to be sold. No food vendor will be permitted to deviate from the sale of the type of food and drink listed on the application form without the prior approval of WaterFire Sharon.

No vendor will have exclusivity, competing vendor products will be permitted up to three per type. WaterFire Sharon will not place vendors with identical product types in the same location.

Applications will be approved on a first-come first-serve basis. Electricity availability is limited, and spots will be filled as applications are received. Vendors applying after the deadline will be accepted if space is available and food to be vended is not already represented. Vendors will be immediately notified of their acceptance to WaterFire Sharon and provided an informational packet. Vending locations will be assigned once full payment, security deposit and insurance certificate is received. The cost for each 10' x 10' vending space is \$100 and discounted for participation in multiple 2013 WaterFire events.

Restrictions and Covenants:

- WaterFire Sharon is under contract with Pepsi Cola as an exclusive beverage sponsor. Vendors will not be permitted to sell beverages on site
- All vendor booths must submit to a safety inspection and pay permit fee on the day of the event. Vendors will also be subject to spot inspections during event hours. Vendors must abide by the Department of Health Food Safety regulations.
- Menu items will be restricted to approved items. Failure to adhere to this requirement will result in being asked to vacate the premises with no refund of fees paid. Vendors must provide their own menus which must be affixed to the outside of booth. No other non-affixed vendor signage will be permitted.
- All vendor sales are limited to the space indicated on application and designated by WaterFire Sharon. No sales will be permitted in any other WaterFire event location.
- WaterFire Sharon is not responsible for theft of damage that may occur during event activities. Please do not leave vending area unattended.
- A security deposit of \$50 is required. This deposit will be returned after the event and once the vending area has been inspected for cleanliness.

Food Vendor will Provide:

- Insurance - All food vendors must provide a certificate of insurance naming WaterFire Sharon, the City of Sharon and the Community Foundation of Western PA & Eastern OH as additional insured in an amount no less than \$250,000 for property damage and \$1,000,000 for liability.
- A fire extinguisher if using fryer, grill or other such cooking devise.
- All necessary electric hook-up chords if contracted for electricity.

Vending Time:

Vending areas will be open for set-up from 7:00-9:30 a.m. Vendors must remain open from 11:00 a.m. through 9:00 p.m. Vendors will be given access to WaterFire vending areas for loading and unloading. A parking area will be provided. All booths must be set-up by 9:30 a.m. Vending may begin as early as 10:00 a.m. and stay open as late as 10:30 p.m. All vending areas must be vacated by Midnight.

Check-in begins at 7:00 a.m. A photo ID is required at that time. Booth numbers and other materials will be distributed at check-in. Please locate your booth area as quickly as safely possible. Once you unload you must move your vehicle to the designated parking lot and then set-up at your leisure.



Food Vendor Application

Select Type of Food Vendor:

- Food Truck (self-contained motorized vehicle)**
 - 10' x 10'
 - 10' x 20'
 - 10' x 40'
 - Other (please indicate size) _____
- Tent-Based Vendor (picture of tent must be attached to application)**
 - 10' x 10' white tent
 - 10' x 20' white tent
 - Other (please indicate size) _____
 - I would like to rent a 10' x 10' tent for \$125
- Other (free standing unit/cart)**
 - 10' x 10'
 - 10' x 20'
 - 10' x 30'
 - Other (please indicate size) _____

Name of Organization or Business _____

Contact Name _____

Contact Email _____

Contact Phone _____

Contact Address _____

City _____ State _____ Zip _____

The following food items will be sold in this vendor space (please be very specific):

Only items listed for sale on this application will be permitted without prior approval by WaterFire Sharon

Please specify exactly how many electric fryers, skillets, roasters, crock pots, coffee pots, refrigeration units, etc. you will be plugging into your space. Each 10' x 10' space will provide you with 50 amps of electricity. If additional ampage is required, additional spaces must be purchased.

Item requiring electric	Quantity	Average ampage of each item
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please use back of application if additional space is required

Please indicate if 110V Electric is needed: Yes No

Additional Comments:

Vendor Fees:

- Select WaterFire Event: August 3, 2013: ArtBeat
 September 14, 2013: World Fire
 October 12, 2013: Up and Around

Fee for each 10' x 10' booth space: \$100 per event, \$160 for two events, \$210 for three events
Nonprofit discounts are not available

Number of events participating in (please circle):

1 Rental Fee: \$100 x _____ number of 10' x 10' spaces required \$ _____
 Electricity: \$ 30 x _____ number of 10' x 10' spaces required \$ _____
Total Due for one (1) event \$ _____

2 Rental Fee: \$160 x _____ number of 10' x 10' spaces required \$ _____
 Electricity: \$ 50 x _____ number of 10' x 10' spaces required \$ _____
Total Due for three (2) events \$ _____

3 Rental Fee: \$210 x _____ number of 10' x 10' spaces required \$ _____
 Electricity: \$ 65 x _____ number of 10' x 10' spaces required \$ _____
Total Due for four (3) events \$ _____

Security Deposit (to be refunded after last event) \$ 50.00

Total Due \$ _____

Total due is to be remitted at time of acceptance to WaterFire

ONCE ACCEPTED INTO THE WATERFIRE SHARON, I AGREE:

- 1) To hereby release and forever discharge WaterFire Sharon, the City of Sharon, the Community Foundation of Western Pennsylvania and Eastern Ohio and all officers and agents from any responsibility, personal liability, claims, loss or damages arising out of, or in conjunction with, application and participation in WaterFire Sharon. WaterFire Sharon will not be responsible for any injury sustained by vendors or guests while within space designated for the aforementioned, including the sale of all products or services occurring at such booth space. Vendor agrees to pay for all damages that may have been caused as a result of the operation of booth, sale of products or any other actions during WaterFire Sharon events. Vendor further agrees to store products and merchandise at their own risk without exception or limitations.
- 2) To supply all necessary equipment, tables, chairs, extension cords, supplies, etc. for the operation of vending booth. WaterFire Sharon will provide a tent and electricity for use if requested by application and approved.
- 3) To comply with all representations of this application and with all of the conditions and deadlines set forth upon acceptance into WaterFire Sharon. Vendor further agrees that noncompliance with such representations or conditions, or failure to meet all requirements may cause vendor to be removed from WaterFire event without refund of entry fees.
- 4) To attach a certificate of insurance representing a minimum of \$250,000 for property damage and \$1,000,000 for liability or to complete an indemnity form releasing City of Sharon, WaterFire Sharon and the Community Foundation of Western PA and Eastern OH.
- 5) To leave vending space in the same condition as found, properly disposing of trash and all waste products within the components made available by WaterFire Sharon, and removing all equipment in a timely manner at the conclusion of WaterFire Sharon; and to request an inspection by WaterFire staff of vending area when booth is torn down. Vendors will be notified immediately of result of final inspection and deposit will be mailed within 30 days.
- 6) To present high quality products and services and to cooperate with WaterFire Sharon organizers in assuring the WaterFire Sharon event will be of the best quality possible.
- 7) WaterFire Sharon staff will make all decisions regarding cancelation or rescheduling the event based on the safety of all involved should severe weather, act of terrorism, community disaster or any other act of God occur that. In the event cancelation or rescheduling should occur, each participant will accept the risk of his or her entry fee and no refunds will be issued.

I have read, understand and will comply with all rules and regulations as outlined in this application.

Name of Organization or Business _____

Name of Authorized Signer _____

Signature _____

Date _____