

# Food Vendor 2009 Guidelines

The July 4th Celebration attracts more than 60,000 visitors to the Bellevue Downtown Park. The event features live music, family entertainment, and food court. The evening concludes with music by the Bellevue Philharmonic Orchestra, synchronized with the Eastside's largest fireworks display.

Food court and children's area will open at 2pm. Main stage entertainment begins at 6pm.

## Application

- Completed applications must be received by April 1, 2009.
- All applications must include: menu and electrical requirements, check or credit card number, and signature.
- This event allows duplication of food items. The location of a food booth is determined by space size, power needs, and menu.
- New vendors must submit a photo of the booth with your application.
- Vendors are selected based on menu items, prices, booth presentations, and completeness of application.

## Notification of Status

- All applicants will be notified of acceptance status no later than April 15, 2009.
- Accepted applicants will receive a packet of information about the event including: set-up time, booth assignment, parking pass, and other pertinent details.

## Booth Fee

10 x 10 \$350

10 x 20 \$450

In order to better meet fire, public health, and safety requirements, vendors will be given an additional 7 feet behind affected booth space.

- Booth fees will be refunded if you are not selected.
- Refunds are not available after date of acceptance April 15.

## Booth Appearance and Cleanliness

- Vendor must be prepared with a proper booth structure in case of wind or inclement weather.
- The booth structure must be self-standing and weighted by means that are not a trip hazard.
- No stakes may be used in any park or grass area. No items, signs, banners, or booth anchor lines are to be attached to trees or shrubs.
- Interior and exterior of the booth need to be clean and presentable at all times.
- Timely garbage disposal is absolutely necessary. Large receptacles are provided for vendor use in the food court. Garbage cans located in the middle of the park are for event participants.
- Cardboard boxes must be crushed and placed in recycling bins.
- At the end of the event, all bags, boxes, and containers with garbage must be deposited in dumpsters, and the site completely free of debris before departure.
- No dumping of food waste products, i.e., water, grease, or ice on park grounds.

## Summary of Fire Guidelines

- All tents, canopy, and temporary membrane structures, including decorative materials shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. The structure must have a permanent label bearing identification of fabric or material type.
- Tents/canopy must remain open on all sides. No tent sidewalls.

- A physical barrier must be provided between the cooking appliance and the public.
- A portable fire extinguisher having a minimum 2A:10:BC rating is required and must be present at each cooking booth.
- Booths that do not meet Fire Guidelines will be closed until compliance is achieved.
- A complete set of Fire Guidelines will be provided to each food vendor.

## Permits and Insurance Requirements

Vendor must obtain necessary permits through the King County Department of Public Health, Food Protection Program

Environmental Health Division

2124 - Fourth Avenue, 4th Floor

Phone: 206-296-4632

Website is <http://www.metrokc.gov/>

- The City of Bellevue is participating in a joint business licensing program with the Department of Licensing at the State of Washington. City and state business license application forms have been combined into a single application. The City of Bellevue website provides information to obtain Uniform Business Identifier (UBI) and Bellevue Business license. City of Bellevue website is [www.bellevuewa.gov](http://www.bellevuewa.gov), or to obtain a UBI, call 1-800-647-7706 or [www.dol.wa.gov](http://www.dol.wa.gov). Applications cannot be accepted without a UBI.
- Participation at this event requires a minimum of \$1,000,000 in insurance naming the City of Bellevue on the policy. Submit proof of insurance with application.



## Electricity

- Vendors who require electricity must clearly report all electrical needs by listing amps/watts and voltage of each appliance on the Food Vendor Application.
- Extension cords shall service one appliance, and shall be three-wire type with a ground. All cords shall be protected from physical damage and foot traffic.
- Multi-plug adapters must be UL approved and have a current electrical safety device. Cube adapters and other devices that increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires are prohibited.
- There will not be last minute revisions due to additional power requirements.
- Vendor must provide own electrical cords.

## Food Sinks

- Two three-compartment sinks are available for vendor use, and are located behind the permanent restroom on the west end of the food court.

## Lights Out

- All vendors must shut down any portable lights no later than 9:50 pm. Fireworks begin promptly at 10 pm.

## Parking

- Parking pass, map, and directions will be included in packet.
- Spaces are standard-size parking spaces.
- One parking space is reserved for each vendor. Vehicles requiring more than one standard parking place must be noted on application.
- Free parking is available at Bellevue Square after 6 pm.



  
Bellevue Parks & Community Services  
PO Box 90012  
Bellevue, WA 98009-9012



**Symetra**  
**Bellevue Family 4th**  
**Celebration**

**2009**

**Food Vendor**  
**Guidelines**

**Bellevue Parks & Community Services**



[www.bellevuewa.gov](http://www.bellevuewa.gov)