

# Bellevue Family 4<sup>th</sup> of July



Bellevue Parks & Community Services

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

## 2012 Food Vendor Application & Information Packet Application Deadline: April 16, 2012

The July 4<sup>th</sup> Celebration is a free public event, attracting more than 60,000 visitors to the Bellevue Downtown Park. The event features live music, family entertainment, children's areas, food court, and concludes with music performed by the Bellevue Philharmonic Orchestra, synchronized with the Eastside's largest fireworks display.

**It is important that the information you submit on this application is complete and accurate. This information includes a complete list of your electrical appliances and wattage, correct business name and contact information, UBI number and insurance, and menu items and prices. Incomplete or inaccurate information may disqualify the application.**

**Day of event:** Wednesday, July 4, 2012

**Food Court Location:** Bellevue Downtown Park, south parking lot entrance located on NE 1<sup>st</sup> St

**Food Court Operating Hours:** 2pm to 10pm – peak selling time starts around 7pm (at 10pm, all lights out for fireworks display)

**Estimated Load-in time:** 10am to 12pm

**Main Stage Entertainment:** 6pm to 10:30pm

**Children's Area:** 2pm to 9pm

### Contact Information

Bellevue Parks & Community Services, Northwest Arts Center

PO Box 90012, Bellevue WA, 98009-9012

Phone: 425-452-4106

Fax: 425-452-2051

E-Mail: [DPettersson@Bellevuewa.gov](mailto:DPettersson@Bellevuewa.gov)

### Booths Size & Fees

10 x 10 \$400 includes 2-20-amp, 120 volt circuit of electricity

10 x 20 \$500 includes 2-20-amp, 120 volt circuit of electricity

In order to better meet fire, public health, and safety requirements, vendors may be given an additional space behind the designated booth space. Additional space must remain as "uncovered open flame" cooking and for extra storage.

Vendors may also purchase additional electricity. One extra 20-amp, 120 volt circuit of electricity for \$100.

## **Application Process**

- Review the content of this package and be aware that there are additional requirements and rules from King County Public Health, Bellevue Fire Dept, and for operating a business in Bellevue. The City of Bellevue also requires a Certificate of Insurance.
- Complete the enclosed application and send with payment before April 16, 2012. The information you submit on your application must be accurate including the name of your business, UBI #, contact name, number, menu items, and electrical appliances. Incomplete information may disqualify you from participating. New vendors must submit a photo that shows how you plan to set up your booth.

## **Selection Process**

- We try to have a variety of foods represented; however some popular food items will be duplicated. Selection criteria includes past experience, food quality, booth appearance, and available space. There is no guarantee that participants from the previous year will be accepted. The location of a food booth is determined by booth size, power needs, menu items, set-up time, and overall food court layout.
- Bellevue-based businesses will receive first consideration.

## **Notification of Application Status**

- All applicants will be notified of acceptance by May 4, 2012.
- Accepted applicants will receive a Confirmation Packet with information about the event including a designated set-up time, booth #, parking pass, and other pertinent details.

## **Refunds**

- Booth fee refunds will be processed on May 4 if you are not selected.
- Refunds are not available after date of acceptance April 27. (See timeline on last page)

## **Permit & Insurance Requirements**

All booths must comply with the following requirements. Booths are subject to inspection on the day of the event by City of Bellevue Fire and Park staff, and King County Public Health.

## **King County Public Health**

All food vendors must obtain a **Temporary Food Permit** through Seattle/King County Department of Public Health. Application must be received by King County at least 14 days before the event. Food vendors are responsible for complying with all King County Public Health requirements. King County administers their application process and fees. The fee for 2011 was approximately \$267; however, please contact King County for fee confirmation and questions.

King County Public Health  
Environmental Health Service, Food Protection Program  
401-5<sup>th</sup> Avenue, Suite 1100  
Seattle, WA 98104

Phone: 206-296-4632  
Fax: 206-296-0189  
[www.metrokc.gov](http://www.metrokc.gov)

## **City of Bellevue Business License**

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.

### **Insurance**

Vendors are required to obtain a Certificate of Insurance with \$1,000,000 Commercial General Liability coverage minimum naming the City of Bellevue as an additional insured for the 4<sup>th</sup> of July event. **You are required to provide us with a certificate of insurance by May 25, 2012.**

### **City of Bellevue Fire Department**

*700 Square Feet Canopies or Smaller (attached)*

# Food Booth Guidelines

## Bellevue 4<sup>th</sup> of July 2012

### Booth Appearance & Cleanliness

- The Food Court is located outside in the south parking lot of the Bellevue Downtown Park. Hot and cold water sinks located behind the restroom building.
- Vendors must supply appropriate booth structures, materials, tables, fire extinguisher, extension cords, hand washing station, etc. Booths must meet all codes, permits, and guidelines identified in this package.
- Each booth must be set-up within the designated space provided. Booth material, banners, and signs may not exceed the designated booth space.
- Vendors should be ready to sell by 2pm. The main food court must be free of setup-related material including vehicles by 1:30pm.
- Vendors 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.
- Vendors are responsible for keeping their booth area clean and free of debris. Recycling is available for aluminum cans, plastic bottles, newsprint, and flattened cardboard. Glass containers are prohibited.
- 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.
- Amplified sound playing radios, etc. is not allowed.
- Timely garbage disposal is required. 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.
- Distribution or sale of non-food items, flyers, literature, balloons, coupons, or other materials is prohibited.

### Electricity

- Your booth fee includes two (2) 20-amp 120-volt circuits. One additional 20-amp circuit may be purchased for an additional \$100. Please indicate on your application.
- Vendors must list every electrical appliance they plan to bring on the Food Vendor Application enclosed. This includes cash registers, lights, hot tables, etc. You must also list the amps and/or watts and voltage needs of each appliance. Specify the type of food to be cooked. If you do not list your items, your application will be rejected. Please be sure to complete this. It is mandatory so that all vendors have sufficient electricity.
- In calculating electrical needs, factor a 20% safety cushion.
- An electrical outlet will be available within 100 feet of your booth space. You must use proper electrical cords.
- Extension cords shall be listed be three-wire type with a ground. All cords shall be protected from physical damage and foot traffic.

- Multi-plug adapters must be listed for the load applied. Cube adapters and other devices that increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires are prohibited.
- Last minute revisions due to additional power requirements cannot be accommodated.

### **Food Sinks**

- Utility sinks with hot and cold water are available for vendor use. They are located behind the permanent restroom building on the west end of the food court.

### **Lights Out**

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

### **Parking**

- One standard-size parking space is provided for each vendor. Vehicles with trailers requiring more than one standard size parking space must be noted on application.
- Access is very limited, and if you leave your parking spot during the event, you may not be able to return to your spot.
- Free parking is available at Bellevue Square after 6pm.
- You will receive your official Parking Pass, map, directions, and load-in time in the early May Confirmation Packet.

# Food Booth Application

**Bellevue 4<sup>th</sup> of July Food Vendor – Deadline: April 16, 2012**

*You are required to provide accurate and complete information. Please print clearly.  
The Business Name you provide will be used on all publicity material and signage.  
Business name you provide must match the business name provided on Certificate of Insurance.*

**Business Name:** \_\_\_\_\_

**UBI (required):** \_\_\_\_\_

**First & Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **circle one:** Home      Work

**Secondary Phone:** \_\_\_\_\_ **circle one:** Cell      Home

**Booth Size:** 10 X 10    \$400 \_\_\_\_\_ (includes 2 – 20 amp, 120 volt circuit of electricity)  
 10 X 20    \$500 \_\_\_\_\_ (includes 2 – 20 amp, 120 volt circuit of electricity)  
 1 extra 20-amp, 120 volt circuit is \$100. \_\_\_\_\_ (this is in addition to the above)

Please make check payable to the City of Bellevue. You may also pay by credit card over the phone.

**What is the total length of the vehicle and/or trailer you will need to park:** \_\_\_\_\_

**Indicate the amount of time it takes you to set up your booth:** \_\_\_\_\_

**Type of Cuisine:** \_\_\_\_\_

**Describe the type of food products you plan to sell in 20 words or less**  
 (This may be used to describe your booth in the 4<sup>th</sup> of July promotional materials should you be accepted):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List menu items and prices**

*Any product that differs in quality or is inconsistent from the information provided below, may be eliminated at the event. Bellevue 4<sup>th</sup> of July staff and/or King County Public Health reserve the right to refuse any product that may deem inappropriate, or that was not disclosed and approved as a menu item on this list.*

1.	\$	6.	\$
2.	\$	7.	\$
3.	\$	8.	\$
4.	\$	9.	\$
5.	\$	10.	\$

**List all electrical appliances you plan to use at the event. List Watts and/or Amps required for each appliance. In calculating electrical needs, factor a 20% safety cushion.**

***If you do not list your electrical items including the Watts and Amps of each appliance, your application will be rejected. Sorry, no exception. (Cash machines, lights, light tables, etc. List every item)***

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

**List other non-Electrical cooking items you plan to use at the 4<sup>th</sup> of July. (Propane, etc)**

1.	4.
2.	5.
3.	6.

**WAIVER OF LIABILITY/RELEASE. CAUTION! PLEASE READ CAREFULLY.**

To the extent provided by law, in consideration of myself and/or my child(ren) being allowed to use City of Bellevue Parks & Community Services facilities and/or participate in City-sponsored activities, I assume all risks, including risk of injury or death, associated with my or my child(ren)'s use of said facilities and/or participation in said activities. I further agree on behalf of myself, my heirs, executors, assigns, and personal representatives, to waive and release any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents for any injuries suffered by me or my child(ren) in connection with the use of City facilities or participation in City-sponsored activities. I acknowledge that I have carefully read this Waiver of Liability and fully understand that I am waiving any right that I may have to bring a legal action to assert a claim against the City of Bellevue for negligence.

**PHOTO/VIDEO RELEASE.** I give my permission to have photos and/or video recordings taken of me or my child(ren) for publicity purposes during City of Bellevue activities, even though we will not receive compensation of any kind for appearing in such photos or video recordings. I have read, understood, and voluntarily accepted the conditions of the Waiver of Liability/Release and the Photo Release printed above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

I have read and understand the information presented in the 2011 Food Vendor Application and Information Package.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

On the application list all electrical appliances you plan to use at the event. List Watts and/or Amps required for each appliance. In calculating electrical needs, factor a 20% safety cushion.

***If you do not list your electrical items including the Watts and Amps of each appliance, your application will be rejected!***

*Sorry, no exception. (Cash machines, lights, light tables, etc. List every item)*

**Please send completed and signed application, with booth fee to:**

**Contact Information:** Bellevue Parks & Community Service Department  
Northwest Arts Center – 4<sup>th</sup> of July  
PO Box 90012  
Bellevue, WA 98009  
425-452-4106

***Thank you for applying to this year's 4<sup>th</sup> of July***

# **Timeline**

## **Bellevue 4<sup>th</sup> of July Food Vendors – 2012**

- April 16**      **Application and payment due**
- April 27**      **Selection process complete**
- May 4**          **Notifications mailed with parking and load-in information  
(100% of payment returned to vendors not selected)**
- May 25**      **Health permit and insurance certificate due**
- July 4**        **Day of Event – Wednesday**

**10am to 12noon** - arrive in the south parking lot/the food court at your designated set-up time

**12noon to 2pm** - health and fire inspections

**2pm** - All vehicles and set-up equipment must exit food court area. Food service begins. No exceptions.

**9:55pm** - food court closes and all lights must be turned off for fireworks

**10:30pm** - estimated Food Vendor pack up, clean-up, and departure

### **Contact Information**

Bellevue Parks & Community Services, Northwest Arts Center  
PO Box 90012, Bellevue WA, 98009-9012  
Phone: 425-452-4106  
Fax: 425-452-2051  
E-Mail: DPettersson@Bellevuewa.gov