

Bellevue Family 4th of July



Bellevue Parks & Community Services
www.bellevuewa.gov

2013 Food Vendor Application & Information Packet Application Deadline: April 12, 2013

The July 4th 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: Thursday, July 4, 2013

Food Court Location: Bellevue Downtown Park, south parking lot entrance located on NE 1st 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

Booths Size & Fees

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

10 x 20 \$700 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 12, 2013. 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 3, 2013.
- 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 3 if you are not selected.
- Refunds are not available after date of acceptance April 24. (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 2012 was approximately \$267; however, please contact King County for fee confirmation and questions.

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

Phone: 206-296-4632
Fax: 206-296-0189
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, or to obtain a UBI, call 1-800-647-7706 or 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 4th of July Event at the Downtown Park as an additional insured. **You are required to provide us with a certificate of insurance by May 24, 2013.**

City of Bellevue Fire Department

700 Square Feet Canopies or Smaller (attached)

Food Booth Guidelines

Bellevue 4th of July 2013

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 4th of July Food Vendor – Deadline: April 12, 2013

*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 \$700 _____ (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 4th 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 4th 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 4th 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 2013 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 – 4th of July
PO Box 90012
Bellevue, WA 98009
425-452-4106

Thank you for applying to this year's 4th of July

Timeline

Bellevue 4th of July Food Vendors – 2013

- April 12** **Application and payment due**
- April 26** **Selection process complete**
- May 3** **Notifications mailed with parking and load-in information
(100% of payment returned to vendors not selected)**
- May 24** **Health permit and insurance certificate due**
- July 4** **Day of Event – Thursday**

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

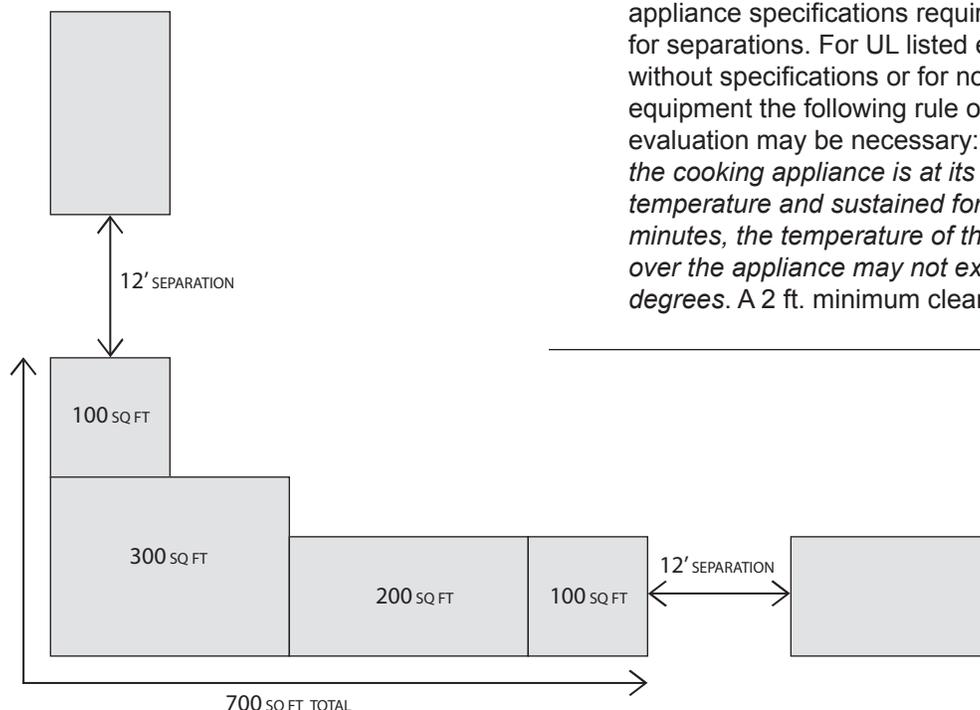
Bellevue Parks & Community Services, Northwest Arts Center
PO Box 90012, Bellevue WA, 98009-9012
Phone: 425-452-4106
Fax: 425-452-2051
E-Mail: DPettersson@Bellevuewa.gov

Requirements for 700 Square Feet Canopies or Smaller

To ensure that life safety conditions are met when small commercial fabric canopies are used for temporary events, the following Bellevue Fire Department guidelines and conditions are required:

Permits - Under the requirements of the International Fire Code* a Fire Department Permit is not required for canopies having an area of 700 square feet (sq. ft.) or less provided that:

- The canopy is open on all sides.
- The aggregate area of multiple canopies placed side by side shall not exceed 700 sq. ft.
- When side by side small canopies reach an accumulative area of 700 sq. ft., a 12 ft. fire break between them shall be required. (see diagram below)



- A minimum clearance of 12 ft. shall be required from all structures.
- The canopy shall not be for assembly use such as the seating or gathering of people for any purpose.
- Canopies shall be for temporary use and shall not be erected for a period of more than 180 days within a 12-month period on single premises.

Additional guidelines for small canopies meeting the above requirements

Cooking - Cooking within small open air canopies may be permitted provided the following safety requirements are met:

- Portable open-flame devices fueled by flammable or combustible gases, liquids, solid fuels such as charcoal briquettes or electrical appliance shall be installed in such a manner as to prevent heat or flame from contacting or to come within close proximity of the canopy structure. Consult UL (or other listed agencies) appliance specifications requirements for separations. For UL listed equipment without specifications or for non listed equipment the following rule of thumb evaluation may be necessary: *When the cooking appliance is at its maximum temperature and sustained for at least 20 minutes, the temperature of the canopy over the appliance may not exceed 120 degrees.* A 2 ft. minimum clearance shall

be required from the above material when cooking within a canopy.

- Canopies used for cooking purposes shall not be accessible to the public.
- Cooking processes that produce airborne burning embers, sparks or grease flairs shall not be permitted under small canopy structures.

Location - Canopies shall not be located in designated fire lanes.

Candles - Decorative candles shall be in approved holders and located away from combustible materials.

Flammable Gases - Propane or other flammable gases shall be kept away from open flame and secured outside the perimeter of the canopy. All flammable gas cylinders shall be secured in an upright position.

Flammable Liquids - Gas powered generators shall not be located within small canopies. Containers of gasoline or other flammable liquids shall not be located within small canopies and shall be secured in a remote location not accessible to the public.

Exits - Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of not less than 8 ft. Walking surfaces shall be kept clear and maintained in an approved manner.

Fire Protection - A portable fire extinguisher having a minimum 2A:10BC rating type or larger shall be provided for each canopy. A portable extinguisher having a minimum 2A:40BC rating shall be provided for each canopy used for cooking or Class K type used for vat fry cooking.

Bracing - Canopy structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

Flame Resistance - Canopies and their appurtenances shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. The structure shall have a permanent affixed label bearing the identification of size and fabric or material type.

Electrical Cords - Extension cords shall service one appliance and shall be three-wire type grounded. All cords shall be protected from physical damage and foot traffic. Spliced wires and open junction boxes are not permitted.

The rated electrical capacity of the appliance shall not exceed the rated capacity of the extension cord.

Inspection - A Fire Department inspection may be required for the use of small commercial canopies dependant upon type of structure, type of use or location. Contact the Bellevue Fire Prevention Division of the Bellevue Fire Department for further information at 425-452-6872.

Other commercial canopies that do not fit within these guidelines because of increased size or type of use may require a Fire Department permit and additional requirements.

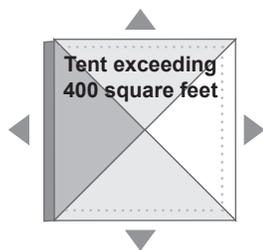
*International Fire Code, Section 24.03.2 (2006 edition)

In order to ensure a safe and enjoyable time for all at your event, the Bellevue Fire Department will require the following conditions for a temporary tent or membrane structure:

Compliance with all applicable provisions of the International Fire Code (IFC), 2009 edition is required. Depending on the size and type of the event, additional conditions not listed below may be required.

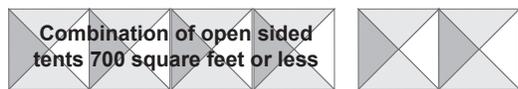
Permit - A Fire Department Permit is required for tents with sidewalls and membrane structures having an area in excess of 400 square feet. A permit and on-site inspection may be required before the event can begin. Contact the Bellevue Fire Prevention Division at 425-452-6872 for permit information.

Figure 1
Tent with sidewalls exceeds 400 square feet.



Exception: Tents open on all sides. If the tent or combination of tents exceeds 700 square feet, a separation of 12 feet or more is required between the structure or combination of structures.

Figure 2
Combination of tents with open sides exceed 700 square feet.



12 foot fire break clearance/separation

Access - Access shall be maintained for all tents and membrane structures. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, membrane structures, parked vehicles, or combustion engines.

Exception: Separation distance between tents and membrane structures not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.

Bracing - Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

Flame Resistance - Tents or membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. (See NFPA 701 for performance criteria.) Tents or membrane structures shall have a permanent affixed label bearing the identification of size and fabric or material type.

Smoking - Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.

Exits - Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of less than 8 feet. Exits shall be clearly marked with approved exit signs when the exit serves an occupant load of 50 or greater. The surface of means of egress shall be maintained in an approved manner.

Open Flames - Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices

shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official.

Cooking / Warming Devices - Tents where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. Warming of foods that use solid flammables, butane or other similar devices which do not pose an ignition hazard are approved.

Fire Protection - A portable fire extinguisher having a minimum 2A:10:BC rating shall be provided at an interval of not less than 75 feet of travel distance. Each tent or membrane structure where cooking takes place shall also be equipped with a portable fire extinguisher of the sodium bicarbonate, potassium bicarbonate, or class "K" type.

Combustible Materials - All combustible materials shall be kept away from exit travel and heat sources.

Electrical Cords - Extension cords shall be plugged directly into an approved receptacle and serve only one portable appliance. All cords shall be protected from physical damage and foot traffic. All spliced wires and open junction boxes are not permitted.

LP-gas - LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. Portable containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.