

Food Vendor 2008 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.

Official start time for the event is 6pm. Food court will open at 2pm until 9:50pm.

Application

- Completed applications must be received by April 1, 2008.
- 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 the 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, 2008.
- 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

- Booth fees will be refunded if you are not selected.
- No refunds for vendor cancellations

Booth Appearance and Cleanliness

- Vendor is responsible for providing booth structure.
- Vendor must be prepared with a proper booth structure in case of wind or inclement weather.
- 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. The booth structure must be self-standing and, if appropriate, weighted by means that are not a trip hazard, or affixed to the ground or any other structure.
- 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.

Permits and Insurance Requirements

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

Environmental Health Division

2124 - 4th 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, or to obtain a UBI, call 1-800-647-7706 or 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.

Fire regulations

- All booths and equipment must meet uniform fire code regulations for tent, canopy, and temporary membrane structures. The code reads: "Tents, canopies, 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."
- A portable fire extinguisher having a minimum 2A:10:BC rating is required for cooking and or warming facilities, and must be present at each booth location. Booths without a fire extinguisher will be levied a fine or closed until an extinguisher is obtained.
- 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.



Electricity

- Vendors who require electricity must clearly report all electrical needs by listing amps/watts and voltage (110 or 220) of each appliance in order to avoid electrical shortages.
- There will not be last minute revisions due to additional power requirements.
- Vendor must provide own electrical cords.

Food Sinks/Ice

- Two three-compartment sinks are available for vendor use, and are located at the permanent restroom on the west end of the food court.
- No ice truck on site.

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**

2008

**Food Vendor
Guidelines &
Application**


Bellevue Parks & Community Services



www.bellevuewa.gov