



DAUPHIN COUNTY
P E N N S Y L V A N I A
PARKS & RECREATION

100 FORT HUNTER ROAD
HARRISBURG, PA. 17110
(717) 599-5188
(717) 599-5397 FAX

BOARD OF COMMISSIONERS
JEFF HASTE, CHAIRMAN
MIKE PRIES, VICE CHAIRMAN
GEORGE P. HARTWICK III, SECRETARY

CHIEF CLERK/CHIEF OF STAFF
CHAD SAYLOR

DIRECTOR
CARL A. DICKSON

January 2018

Dear Food Vendor,

Dauphin County Parks and Recreation Office is now accepting food applications for the 2018 Cultural Fest. The County will approve food vendors as filtered upon such factors as proposed food items, electrical requirements, space requirements, completeness of proposal, appearance of stand, conflicts with other sponsors food/drink items, etc. Preference may be given to returning vendors, county businesses, and the order in which the proposals are received. Permits are not transferable by sale or trade.

August 3 Dauphin County Cultural Fest
Downtown Harrisburg, PA

The city skyline and beautiful Susquehanna River will be the backdrop to this very unique and exquisite event. The Dauphin County Cultural Festival will bring together diverse people and cultures to celebrate differences, unity and increase awareness of our vast differences and commonalties.

Time: 5 pm – 10 pm; Sell Time: 12 pm – 10 pm

We encourage vendors to suggest staple picnic/festival foods and drinks along with unique foods. **Preference will be given to ethnic foods for the multicultural festival.** Event officials may contact approved vendors to negotiate offered food items. Submitting a proposal does NOT guarantee you a space. You will be notified of the status of your proposal by May 31. No refund of vendor payment(s) will be made to any vendor, under any circumstances. Thank you for your interest and please contact me if you have any questions.

Sincerely,

Larry Moore
Program Director
Dauphin County Parks and Recreation
lmoore@dauphinc.org



**DAUPHIN COUNTY
PENNSYLVANIA
PARKS & RECREATION**

2018 CULTURAL FEST FOOD APPLICATION

Note: Keep a copy and return the original with a payment for the full amount due. Include a photo of your booth.

Applications are due April 30.

Contact Information:

Contact Name: _____

Business Name: _____

Mailing Address: _____

City, State, Zip Code: _____

Email Address: _____

Primary Phone Number: _____ Cell Phone Number: _____

License Plate Number: _____

Please check off space needed:

Cultural Fest – August 3

Market Street, Harrisburg, PA

_____ 10'x10' - \$350

_____ 10'x20' - \$425

_____ 10'x30' - \$500

List below all items to be sold at this event and their prices:

RETURN FORM WITH CHECK PAYABLE TO:

DAUPHIN COUNTY PARKS & RECREATION

Attn: Larry Moore

100 Fort Hunter Road

Harrisburg, PA 17110

lmoore@dauphinc.org

717-599-5188 ext. 2113

2018 Dauphin County Parks & Recreation Craft Vendor Information

WATER & TRASH

All vendors must be completely self-contained. Dauphin County will not be supplying water or trash removal from vendors at any location. This includes hot coals, grease, ashes, plastic bread/roll cases, soda crates.

STAND AND SPACE USAGE:

Any vendor who uses a tent must abide by the following requirements: All tents must be free-standing, frame tents or canopies. All tents must be secured by weights or stakes at each corner of the tent. Weights or stakes cannot be more than 6 inches away from legs of tent. All tents must be fire retardant. Vendors must supply covers and cover all hoses and electrical cables outside of stand.

LIABILITIES & INSURANCE

All approved vendors will need to provide the following coverage if accepted. Proof of Insurance needs to be provided prior to vendor arriving onsite.

Additional Named Insured

The vendor shall furnish Dauphin County Parks & Recreation with one (1) copy of a Certificate of Insurance issued by reputable insurance carrier. Dauphin County Parks & Recreation must be named as an additional insured for all coverage, other than Workman's Compensation and Employers Liability. This Certificate of Insurance shall reflect the actual amount of insurance in force. **Such notice shall be mailed to Dauphin County Parks & Recreation, 100 Fort Hunter Road, Harrisburg, PA 17110.**

Accident Notification

In the event of an accident of any kind which involve the general public and or private or public property, the vendor shall immediately notify the Program Director of Dauphin County and provide a full accounting of all details of the accident. The vendor shall furnish the County with copies of all reports of such accidents at the same time that the reports are forwarded to other interested parties.

Comprehensive Auto Liability

Comprehensive Auto Liability for bodily injury and property damage arising out of owned, non-owned and hired vehicles. A combined single limit of \$1,000,000 per occurrence is required.

Workers' Compensation and Worker's Occupational Disease

Workers' Compensation limits of coverage shall be as required by law in the Commonwealth of Pennsylvania. This shall include coverage for all persons whom the Vendor may employ directly or through sub-vendors in carrying out the work described in this contract. The vendor shall provide evidence that the vendor has Workers' Compensation and Worker's Occupational Disease insurance protection for his/her employees.

Employer's Liability: Bodily Injury by accident \$100,000 per accident
Bodily Injury by disease \$100,000 per employee, \$500,000 aggregate

The Vendor and Sub-vendor will retain the responsibility for loss or damage of their own or rented property or property of their employees of whatever kind and nature, including but not limited to tools, equipment, forms, scaffolding, canvasses, tarpaulins, mixer, and temporary structures including contents.

Types and Amounts of Insurance (Food Service Vendor)

Commercial General Liability for Bodily Injury and Property Damage

Commercial General Liability for Bodily Injury and Property Damage (occurrence form) including General Coverage, Broad Form Property Damage (including completed operations), Explosion, Collapse and Underground hazards, and Contractual Liability assumed in the contract documents, Personal Injury Liability and Independent Vendor's protective products completed and operations liability. Additionally the Dauphin County Parks & Recreation and Dauphin County will be named as an additional insured. Amount of Coverage \$1,000,000

Indemnity Agreement

The vendor shall indemnify and hold harmless Dauphin County and their officers, agents and employees from any and all liability, losses or damages, including attorney's fees and cost of defense, the event organizers may suffer as a result of claims, demands, suits and actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of the operations of the Vendor under this contract including operations of any Sub-vendors: and the Vendor shall at his or her own expense appear defend and pay all charges of attorney's and all costs and other expenses arising there from or incurred in connection therewith; and if any judgments shall be rendered against the event organizers in any such act, the Vendor shall, at his or her own expense satisfy and discharge same. The Vendor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by the vendor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the event organizers herein provided. In event of any conflict between the language of the insurance policy(s) and the above recited indemnity agreement, the indemnity agreement shall govern.

CITY LICENSING REQUIRED – Cultural Fest Only

Requires a City of Harrisburg Mercantile License and a City of Harrisburg Festival Health License. Contact the City of Harrisburg Mercantile Office to obtain the Mercantile License at 717-255-6513 and Health Licenses at 717-255-6553.