



**2009 Star City Holiday Parade
Food Vendor Application & Parade Permit Form
Application Deadline: October 14, 2009
Parade Day: December 5, 2009 11 a.m.**

Completing and submitting this form and attachments does not constitute authorization to operate a food concession operation at the 2009 Star City Holiday Parade. All information contained herein is subject to change without notice. Return pages 1–5 only to Updowntowners, 206 S. 13th Street, Suite 101, Lincoln, NE 68508

I. Applicant Information

Contact Person: _____

Business Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Address:
(if different) _____

City: _____ State: _____ Zip: _____

Phone: Day: _____

Evening: _____

Fax: _____

E-mail: _____

What method of selling will you be using? (Please circle)

Booth / Table "Strolling" Other _____

IMPORTANT:

All food vendors must have a temporary food permit from the Health Department. A temporary food permit MUST be applied for 30 days BEFORE the event. Food Manager and Food Handler permits are required. Contact the Health Department at 441-6280 for more information and to apply for a permit.



II. Parade Experience

Describe all prior outdoor special event experience. All requested information must be entered.

| Event Name | Date | Event Contact Person | Phone | Gross Sales |
|------------|------|----------------------|-------|-------------|
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III. Type of Concession and Product Information

Upon your acceptance, menu items may be limited. Please enter your items in order of preference.

| Menu or Product Item | Price (inc. tax) | Serving Size |
|----------------------|------------------|--------------|
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(attach extra sheet if necessary)



IV. Photographs (new vendors to the Star City Holiday Parade only)

New Vendors must submit 4 photographs with this application. These photos **must** include views of:

1. Food or beverage products
2. Booth front
3. Cooking area
4. Booth rear

These photos must have been taken **during full operation**. New applications submitted without the required photographs will not be accepted. Please label all photographs with vendor name. These photographs will remain the property of Updowntowners. If you are submitting more than one application, we only require one set of photos. Please indicate on the other applications that you have attached photos to this application.

V. Electrical Requirements

Please list **all** electrical requirements. **Note that it is the Vendor’s responsibility to arrange for electrical power.**

| Equipment Description | Qty. | Watts | Amps |
|-----------------------|------|-------|------|
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Total: _____



V. Parking & Vehicle Requirements

Updowntowners does not provide parking for vendor vehicles or allow vehicles on sidewalks. A parking garage is located near the Parade site for essential supply vehicles only. For your convenience, and for the safety of all vendors, employees, and patrons, any oversized vehicles must be authorized by Updowntowners prior to participation in an event. Please describe your vehicle:

Vehicle Make & Model: _____ Size: _____

Attachments: _____

Purpose: _____

VI. Other

Due to the large number of applications and the limited number of spaces available, the selection process is competitive. Please provide us with any information that you feel may help us in making our decision.

If you have been a prior Updowntowners vendor, how will you use your experience to improve your food service operation if selected for the Star City Holiday Parade?



Agreement

I have read the Star City Holiday Parade application packet in its entirety and agree to the terms and conditions. Submission of this application and fee acknowledges my willingness to participate in the Star City Holiday Parade, subject to approval by the committee.

Hold Harmless Agreement:

Vendor agrees to indemnify, hold harmless and defend the Star City Holiday Parade, Updowntowners, Inc., the Downtown Lincoln Association and the City of Lincoln, Nebraska, a municipal corporation from all claims, damages or demands for injuries to persons or damage to property, of any character or description, to which they may be subject arising out of or from vendor's operations or activities at the Star City Holiday Parade.

Signature

Printed Name Date

Title/Position

Witness to application

Please submit:

Pages 1-5 of this application
\$100 Vendor Fee
Certificate of Insurance (see Section VIII)

Our Food Vendor Committee will use this information to make their selections. Please include any other promotional material or information you feel will be helpful. This application is due in the Updowntowners events office no later than **October 14, 2009.

Please mail your completed application to:

Star City Holiday Parade
206 South 13th Street, Suite 101
Lincoln, Nebraska 68508

or fax your application to **402-434-6907.**



**** The following information should be kept on file with you for future reference. Upon your acceptance, additional event information will be sent along with a lease agreement.**

VII. Insurance

1. Vendors must be fully covered by property and comprehensive general liability insurance (including products liability) during the entire period of vendor's set-up, operations, and tear-down at the Star City Holiday Parade. The Star City Holiday Parade does not provide property or liability insurance coverage for the protection of Vendors or merchants operating at the Parade, and does not accept liability for any claims made as a result of operating at the Parade. The Star City Holiday Parade, Updowntowners, Inc., the Downtown Lincoln Association and the City of Lincoln, Nebraska, a municipal corporation will not be held responsible for any personal injury or property damage of any kind due to any cause.
2. Vendor must provide an ACORD form certificate of current property and comprehensive general liability insurance (including products liability) covering the entire period of vendor's set-up, operations, and tear-down at the Star City Holiday Parade. The certificate of insurance must designate the Star City Holiday Parade, Updowntowners, Inc., the Downtown Lincoln Association and the City of Lincoln, Nebraska, a municipal corporation as additional insureds. The certificate of insurance must be submitted with the application which is due **October 14, 2009.**
3. Vendors must sign a hold harmless/indemnification agreement as to vendor's operations at the Star City Holiday Parade.

VIII. Permits

1. The Lincoln/Lancaster County Health Department (LLCHD) has changed its requirements. All accepted food and beverage vendors will be required to obtain LLCHD food handler permits and a State of NE permit. Each food vendor must have one Food Protection Manager (Level IV) on site at all times during the event. Each individual preparing food at your booth must have a Prep/Cook Food Handler Permit (Level II or III). Copies of your permit will be required with your final lease agreement to participate in the Parade. Upon your acceptance into the event, instructions for these permits will be mailed with your final packet. The Health Department permits must be received one month prior to the event. For more information, please call the Bryan Hurst, Lincoln/Lancaster County Health Department at 402-441-6712. The LLCHD will prohibit from participation any food vendor that cannot meet their requirements. If this occurs, all payments made to Updowntowners by the vendor will be forfeited.



2. All vendors are required to have a Nebraska Sales Tax permit. Vendors are responsible for remitting Nebraska Sales Tax.
3. Updowntowners enforces all Health Department and Fire Marshal requirements and no exceptions will be made. Any vendor not complying with these requirements will be forced to vacate the premises immediately.

IX. Vendor Fees

1. \$100 for one-day Vendor permit

Vendors will supply:

1. Products
2. Probe thermometer to ensure safe food temperatures
3. 40:BC Fire Extinguisher with a current inspection tag
4. Hand wash station that meets the Lancaster County Health department specifications

X. General Requirements

1. Vendors should give special consideration to the items being sold. Because of winter conditions, these items should be easily handled
2. Vendors may elect to sell by either setting up booth/table arrangement, or by "strolling" through the crowd
3. EACH type of selling technique requires a permit, which must be applied for through Parade Headquarters. Your permit will be mailed to you from the City Clerk's Office. **You must have this permit on-site at your vending location.** You may be asked to show this permit.
4. With your permit, you may begin selling at 8:00am
5. Please remember you must also file a temporary food establishment and food handler permit no later than thirty (30) days prior to the event with the Lincoln/Lancaster County Health Department. You will not file this with Parade Headquarters. **You must have your laminated card and permit at your vending location.** The Lincoln/Lancaster County Health Department will ask to see your permit at the Vending site.
6. It is the responsibility of the Vendor to arrange their location at the Parade with the downtown merchant, and the Executive Director must approve this location. It is also the Vendor's responsibility to make any arrangements for electricity that may be needed.
7. Vendors selling food items must comply with Health Department rules



XI. Trash Pickup

- 1) All refuse must be bagged and placed in available containers
- 2) Your vending location will be forwarded to the Lincoln/Lancaster County Health Department, Clean Community System. Volunteers will check each location and pick-up your bagged recyclables.

XII. Operations

1. The Parade is not responsible for any loss or damage to Vendor's property.
2. By participating in this event, Vendor consents to use of information or stories about Vendor, and photographs or other images of Vendor, Vendor's booth, displays or items being sold, in publicity about the event or about Updowntowners by Updowntowners, Inc. or the Downtown Lincoln Association without any further permission being required from Vendor or any compensation being given to Vendor.
3. It is the responsibility of each vendor to remain on the site during all hours the Parade is in operation. In the event of inclement weather or mechanical problems, the vendor must obtain permission of the Vendor Co-Chairs before leaving the Parade area. Failure to comply with this regulation will result in relinquishing the privilege to participate in future events.
4. **It is the responsibility of each vendor to clean and supervise his or her own booth area. The Parade reserves the right to assess up to \$250 charge for cleaning that is needed after the vendor has left the site on Saturday. The fee will be determined by the committee co-chairs in consultation with Parade logistic co-chairs. Cleaning is defined as the removal of all litter, garbage and boxes, and no grease deposits on the street or sidewalk.**

XIII. Notification

Accepted vendors will be required to sign an agreement with Updowntowners. Agreements, permits and fees are due **October 14, 2009** so we can finalize your space on the event site.

XIV. Late Fees

Agreements, permits and space fees are due **October 14, 2009**. Any fees not received on or before the specified days will be subject to a \$50.00 late fee or cancellation of your participation. All return checks will be subject to a \$30.00 return check fee.