

Providence Sound Session '07

VENDOR APPLICATION

EVENT TIMES:

Saturday, **JULY 21, 2007**

5 pm – 12 am **Westminster Street, Prov.** (load in time: 3:00 pm)

A celebration of city life and cultural unity, the festival attracts multitudes of people representing the rich diversity of ages and background participating in Providence Sound Session '07. Dressed in costume, playing music, and cheering along the festival's parade route, young and old alike will wind their way through the city to Westminster Street to a street scene of music, art, food and dancing.

APPLICANT INFORMATION

BUSINESS NAME: _____
YOUR NAME: _____
ADDRESS: _____
CITY: _____ STATE: _____
PHONE NUMBER: _____
FEDERAL ID NUMBER: _____
EMAIL ADDRESS: _____

LICENSE INFORMATION

VENDOR LICENSE NUMBER: _____

(FOOD VENDORS ONLY)

MOBILE FOOD SERVICE LICENSE NUMBER: _____

APPLICATIONS WITHOUT A VALID MOBILE FOOD SERVICE LICENSE WILL NOT BE CONSIDERED.

If you do not have a MOBILE FOOD SERVICE LICENSE, call The State Department of Health. 401-222-2231 to apply.

You may also apply in person at the Department of Health. 3 Capitol Hill room 203 Providence, RI 02908
ALLOW AT LEAST 5 TO 6 WEEKS FOR MAIL-IN APPLICATIONS; WALK-IN APPLICATIONS ARE ALSO AVAILABLE.

FEE INFORMATION

NOTE: A refundable security deposit (50% of the vendor fee) is required upon application for **each** space reserved.

_____ Westminster St. (10 pm – 12 am) **\$125.00** (\$100 + \$25.00 security deposit)

APPLICATION DEADLINE: JULY 10, 2007)

(No payment will be accepted after July 10, 2007)

Selection of specific booth location available on a first-come first-served basis & at the discretion of PROVIDENCE SOUNDSSESSION '07 staff.

OFFICE USE ONLY: Date received: _____ Fees Pd. \$ _____ Security Deposit \$ _____ Application Complete _____

Providence Sound Session '07

VENDOR RESPONSIBILITY

You **MUST** have the following:

- * Insurance * Vending License * Mobile Food Service License (Food Vendors Only)
- (Photocopies of above must accompany application)
- * Fire Extinguisher

PRODUCT INFORMATION

To process your application we must receive a complete list with prices of items you intend to sell. Once the application is accepted the list **cannot** be changed without written approval from PROVIDENCE SOUNDSESSION '07.

INSURANCE

Vendors are required to carry and provide proof of insurance coverage. Please include a **Certificate of Insurance** from your insurance carrier with your application or fax to the PBRC at 401-621-7136. The certificate must indicate your participation in this event is covered under that policy and naming the underlined below as additional insureds.

NOTE: Only vendors with proof of insurance will be permitted to set up.

The vendor hereby indemnifies:

PROVIDENCE SOUNDSESSION '07

THE PROVIDENCE BLACK REPERTORY COMPANY AND EMPLOYEES

THE CITY OF PROVIDENCE AND ITS EMPLOYEES AND /OR AGENTS

THE PROVIDENCE PARKS DEPARTMENT, AS ADDITIONAL INSURED against and agrees to defend and hold them harmless from any and all liability, loss, expense, damage claims, and causes of action arising out of or resulting from our connection with the **VENDOR's** work or activities.

*If you need assistance with insurance, contact Providence SoundSession '07 Vendor Coordinator, Michaele Saintil, at (401) 351-0353, ext. 106 or by email at michaele@blackrep.org

PAYMENT

Please provide credit card information (type, name of cardholder, number & expiration date) or make check / money order payable to THE PROVIDENCE BLACK REPERTORY COMPANY and return with your completed application, certificate of insurance, permits, and prices of products to:

THE PROVIDENCE BLACK REPERTORY COMPANY

Attn: Michaele Saintil

PROVIDENCE SOUNDSESSION '07 Vendor Coordinator

276 Westminster Street

Providence, RI 02903

401-351-0353 x106 **Fax** 401-621-7136

ACKNOWLEDGEMENT OF TERMS

I hereby warrant and confirm that the above information is, to the best of my knowledge, true and correct, and further certify that I have read all of the information provided in this application and agree with the Terms & Conditions provided. Submission of this application and the cashing of my deposit do not guarantee a space. It is agreed and understood that the completion of this application shall not be binding either to the proposed **VENDOR** or to **PROVIDENCE SOUNDSESSION '07**, until accepted in writing by **PROVIDENCE SOUNDSESSION '07**.

Signature _____ Title _____

Date _____

PROVIDENCE SOUNDSESSION '07

TERMS AND CONDITIONS

- 1) ALL VENDORS MUST HAVE A VALID LICENSE ISSUED BY THE CITY OF PROVIDENCE BOARD OF LICENSING AND SAID LICENSE MUST BE VISIBLY POSTED.
- 2) ALL **FOOD** VENDORS MUST HAVE A VALID LICENSE ISSUED BY THE STATE OF RHODE ISLAND DEPARTMENT OF HEALTH AND SAID LICENSE MUST BE VISIBLY POSTED.
- 3) VENDORS shall submit the required fees at the time of application.
- 4) Load in times: 2 hours prior to event start time.
- 5) Due to increased security measures NEVER leave your vehicle unattended at any time while within the venue 'footprint'. Unattended vehicles within the "footprint" 2 hours prior to opening of event are subject to citation and towing at the owner's expense. Do not leave backpacks, packages, boxes, bags unattended outside your booth at ANY time.
- 6) Vendors are required to open on July 21, 2007 at 5pm (**Westminster Street**). CLOSING BEFORE THE END OF EVENT, OR STAYING OPEN AFTER THE END OF EVENT IS GROUNDS FOR DEPOSIT FORFEITURE AND/ OR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.
- 7) All business or other activity, for which the vendors have rented space, must be conducted within the designated space allotted. No distribution, canvassing, flyers, nor vending of any kind may be done by strolling through the festival grounds.
- 8) Food vendors must post prices in a legible manner and in a visible space inside the booth only.
- 9) The sale of alcoholic beverages of any kind is strictly prohibited. Additionally, due to sponsorship contractual arrangements, only sponsor related water & beverages will be allowed to be sold. Details will be announced at a later date. Any failure to comply with any of these beverage rules may result in forfeiture of deposit and expulsion from the event.
- 10) Consumption of alcoholic beverages by vendors at their booth is prohibited.
- 11) Vendors must provide trash receptacles for waste generated by their booth. IMPROPER TRASH DISPOSAL IS GROUNDS FOR DEPOSIT FORFEITURE AND / OR EXCLUSION FROM PARTICIPATION IN FUTURE EVENTS.
- 12) ELECTRICAL REQUIREMENTS: ALL ELECTRICAL REQUIREMENTS ARE THE RESPONSIBILITY OF THE VENDOR. All cooking and / or electrical appliances must conform to the UNIFORM FIRE CODE OF RHODE ISLAND.
- 13) PERMITS: You are required to obtain and display all necessary permits and / or licenses in order to operate on the festival grounds. If you are forced to close by any government agency due to failure to obtain your necessary permits and / or licenses, PROVIDENCE SOUNDSESSION '07 is not liable and will not refund fees or deposits.
- 14) INSURANCE: You must provide proof of general liability insurance naming PROVIDENCE SOUNDSESSION '07 and the CITY OF PROVIDENCE AND ITS EMPLOYEES AND/OR AGENTS, THE PROVIDENCE BLACK REPERTORY COMPANY AND ITS EMPLOYEES AND/OR AGENTS, and THE PROVIDENCE PARKS DEPARTMENT as additional insureds. (SEE APPLICATION.)
- 15) REFUNDS: Your fee is NON-REFUNDABLE unless cancellation is received IN WRITING **before** the start of event, or no later than July 20, 2007.
- 16) SECURITY DEPOSIT REFUNDS: After midnight on Saturday, July 21, 2007 a PROVIDENCE SOUNDSESSION '07 representative shall inspect your space and if it has been cleared to the satisfaction of

PROVIDENCE SOUNDSESSION '07, you are entitled to a security deposit refund if you have complied with all TERMS AND CONDITIONS. You must have a representative present at the time of inspection. Your refund will be mailed to the address shown on your application within forty five (45) days of the conclusion of the event.

ADDITIONAL TERMS AND CONDITIONS FOR FOOD VENDORS

- 1) All food items must be stored inside the allotted space, covered and off the ground.
- 2) Name of Certified Food Manager must be visibly posted.
- 3) Must notify RIDOH-Food Protection Office if menu changes prior to event.
- 4) **NO FOOD IS ALLOWED TO BE COOKED, PROCESSED, OR STORED AT HOME.**
- 5) **NON-LATEX, SINGLE USE GLOVES OR SUITABLE SUBSTITUTE (UTENSILS, SPATULAS, TONGS, DELI TISSUE) REQUIRED FOR READY-TO-EAT FOOD HANDLING.**