

# Providence Sound Session '08

## VENDOR APPLICATION

### EVENT TIMES:

Saturday, **JULY 12, 2008**

2 pm – 12 am **Westminster Street, Providence** (load in time: 12 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 '08. 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: \_\_\_\_\_

SALES TAX PERMIT NUMBER: \_\_\_\_\_

If you do not have a RHODE ISLAND SALES TAX LICENSE, call The State Division of Taxation at 401-574-8970 to apply or Download the application at this address: <http://www.tax.state.ri.us/forms/1999/with/bar.pdf>

### FOOD VENDORS ONLY

MOBILE FOOD SERVICE LICENSE NUMBER: \_\_\_\_\_

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

If you do not have a RHODE ISLAND MOBILE FOOD SERVICE LICENSE, call The State Department of Health at 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 (25% of the vendor fee) is required upon application for **each** space reserved.

\_\_\_\_\_ Westminster St. (2 pm – 12 am) **\$125.00** (\$100 + \$25.00 security deposit)

### APPLICATION DEADLINE: JULY 1, 2008)

(No payment will be accepted after July 1, 2008)

Selection of specific booth location available on a first-come first-served basis & at the discretion of PROVIDENCE

SOUNDSESSION '08 staff.

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

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## VENDOR RESPONSIBILITY

You **MUST** have the following:

\* Insurance \* Rhode Island Vending License \* Rhode Island Mobile Food Service License (Food Vendors Only) \* Sales Tax Permit  
(**Photocopies of preceding MUST accompany application**)\* Fire Extinguisher (Food Vendors Only)

### 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 altered in anyway without written approval from PROVIDENCE SOUNDSESSION '08.

### INSURANCE

Vendors are required to carry and provide proof of insurance coverage. Please include a **Business Liability Certificate of Insurance** from your insurance carrier with your application or fax to Michael Christofaro at 401.455.8824. 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 '08

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 Sound Session '08 Vendor Coordinator, Michael Christofaro, at (401) 421-2489, ext. 759 or by email at [mchristofaro@providenceri.com](mailto:mchristofaro@providenceri.com)

### 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:

Department of Art, Culture + Tourism

Attn: Michael Christofaro

PROVIDENCE SOUND SESSION '08 Vendor Coordinator

25 Dorrance Street

Room 111

Providence, RI 02903

401-421-2489 x759 **Fax** 401-455-8824

### 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 '08, until accepted in writing by PROVIDENCE SOUNDSESSION '08.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_

# PROVIDENCE SOUNDSESSION '08

## TERMS AND CONDITIONS

- 1) ALL VENDORS MUST HAVE A VALID VENDOR LICENSE ISSUED BY THE CITY OF PROVIDENCE BOARD OF LICENSING AND A SALES TAX LICENCE AND SAID LICENSES 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 or any other Items unattended outside your booth at ANY time.
- 6) Vendors are required to open on July 12, 2008 at 2 pm (**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. . FAILURE TO COMPLY WITH THIS POLICY IS GROUNDS FOR DEPOSIT FORFEITURE AND / OR EXCLUSION FROM PARTICIPATION IN FUTURE EVENTS.
- 8) Food vendors must post prices in a legible manner and in a visible space inside the booth only.
- 9) The sale of beverages of any kind is strictly prohibited. Additionally, due to sponsorship contractual arrangements, items carried by sponsors may not be sold or distributed. A complete list of exceptions will be available no later than 1 week prior to the event. Any failure to comply with any of these 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 and recycling 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 '08 is not liable and will not refund fees or deposits.
- 14) INSURANCE: You must provide proof of business liability insurance naming PROVIDENCE SOUNDSESSION '08 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 no later than 11:59pm on July 6, 2008.
- 16) SECURITY DEPOSIT REFUNDS: After midnight on Saturday, July 12, 2008 a PROVIDENCE SOUNDSESSION '08 representative shall inspect your space and if it has been cleared to the satisfaction of PROVIDENCE SOUNDSESSION '08, 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.
- 17) All vendor spaces are pre-assigned and will be outlined in your check-in sheet. Changes, modifications or requests for reassignment are not permitted. FAILURE TO COMPLY WITH THIS POLICY IS GROUNDS FOR DEPOSIT FORFEITURE AND / OR EXCLUSION FROM PARTICIPATION IN FUTURE EVENTS.

### 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.**
- 6) If vendor operation generates grease, vendor must provide and place a suitable covering (such as cardboard) below the area the grease is generated to guard against stains on brickwork and/or concrete.