



Pride, Progress, and Possibilities



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Food Vendors Wanted for Summer Concerts

Wednesday, April 16, 2008
 Contact: Cara Cantonwine, Program and Event Coordinator, (360) 619-1131
 E-mail: Cara.Cantonwine@ci.vancouver.wa.us

The City of Vancouver is seeking food vendors to provide a variety of menu items at Esther Short Park for two summer concert series and one summer movie series. The Law Offices of Terry Lee Noon-Hour Concert Series takes place Wednesdays at noon from July 9 – August 13. The Riverview Six to Sunset Concerts are Thursday evenings from July 10 – August 14. The Movie Season will take place at approximately sunset on the following Friday nights: August 1, August 8, August 15, August 22, and August 29.

The City is also interested in food vendors that would like to do business on Propstra Square on weekdays, Monday through Friday during the summer months.

Vendors must apply to be considered. Vendors will be selected based on experience, quality of service, presentation, variety, cleanliness, availability and the ability to work well with the public.

An information meeting will be held on Wednesday, May 7, at 5 p.m. at the Esther Short Building, 610 Esther Street (next to the Farmer's Market building) in the Marshall Conference room. The Health and Fire departments will be at the meeting to answer permit-related questions. Deadline for applications is Wednesday, May 14.

Application packets will be available at the meeting, can be downloaded at www.cityofvancouver.us/concerts, or can be mailed by calling (360) 619-1131.

For more information, go to [/concerts](#)

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P.O. Box 1995 • Vancouver, WA 98668-1995
www.cityofvancouver.us

April 2, 2008

Dear Interested Food Vendor:

It is that time of year again to make plans for summer concerts and movies! We are very excited about the concert line-ups this year and feel we have a good variety of lively and fun artists that many folks will enjoy. We will also be showing five movies in Esther Short Park, at Ft. Vancouver Parade Ground, and in East Vancouver at Columbia Tech Center Park throughout August. Attached is a schedule of the summer concert and movie line-ups.

One of the best things about the summer concerts are the food vendors on site, providing a wide variety of items, so that people may come to the concerts and enjoy an entrée, snack, dessert or beverage without having to haul things from home. We have opportunities for food vending at the Law Offices of Terry Lee Noon-Hour Concert Series as well as the Riverview Six to Sunset Concert Series, the Movie Season movies, and possibly weekday vending in the plaza. Attached is detailed information about the application process and guidelines. Please read through all these documents thoroughly, they will answer many of the questions you might have.

Please note we will be conducting an informational meeting on Wednesday, May 7, 5:00 p.m. at the Esther Short City Building located at 610 Esther Street. Application packets will also be available at that meeting. The deadline for applications is Wednesday, May 14 at 5 p.m.

Susan Courtney is again working with the City as the coordinator for the food vendors. If you have any questions you can direct them to Susan or me.

Thank you for your interest in food vending at the summer concerts.

Cara Cantonwine, Program & Events Coordinator
City of Vancouver
Vancouver/Clark Parks & Recreation
360/619-1131
cara.cantonwine@ci.vancouver.wa.us
www.cityofvancouver.us/concerts

Attachments:

2008 Summer Concerts in the Park
Application Timeline
2008 Vendors at City Events – Guidelines & Procedures
2008 Food Vendor Application Form
News Release: Call to Vendors



CITY EVENT PARKS VENDOR PERMIT APPLICATION – 2008

The City is taking applications for vendors in Esther Short Park and other city event parks. Qualified vendors will be selected annually based on quality of service, presentation, variety, cleanliness, experience, availability and ability to work well with the public. Preference is given to returning vendors who have complied with past standards and policies. Applications that are filled out completely will be considered. Please note there is a \$150.00 vendor fee (includes access to an on-site garbage dumpster) for approved applications. This permit is valid for one year from the date of issue. The City reserves the right to revoke, suspend or deny a permit based on VMC 15.08.090.

Applications due: 5 p.m., Wednesday, May 14; Additional required documentation due: Friday, June 6.

BUSINESS
NAME:

OWNER(S):

(First Name)

(Last Name)

MAILING
ADDRESS:

(Street)

(City)

(State) (Zip)

(Cell Phone)

(Day Phone)

(Eve Phone)

(Fax)

E-MAIL ADDRESS:

WEBSITE:

Check all that apply:

- I am interested in setting up a vendor cart/booth for the Riverview Six to Sunset Concert Series (location will be assigned)

Concerts are Thursday evenings, July 10 through August 14. Vendors agree to be present for every concert. Vendors will be set up by 4:30 p.m. and serve until 8:00 p.m. or the end of concert, whichever occurs last.

- I am interested in setting up a vendor cart/booth for the Law Offices of Terry Lee Noon-Hour Concert Series (location will be assigned)

Concerts are Wednesdays, July 9 through August 13. Vendors agree to be present for every concert. Vendors will be set up by 11:00 a.m. and serve until 1:00 p.m.

- I am interested in setting up a vendor cart/booth for the Movie Season (location will be assigned)

Movies are Friday nights August 1, August 8, August 15, August 22 and August 29. Vendors will be set up by 7:30 p.m. and serve through intermission.

- I am interested in setting up a vendor cart/booth at Esther Short Park on a continual Monday – Friday basis (location will be assigned)

Days of operation requested: _____ Times of day of operation requested: _____

Regular permits valid Monday – Friday and will be suspended during a special event, or when the park is rented.

Describe the products/services to be sold including portion size and prices (you may attach a menu):

\$

\$

\$

\$

How many years have you been a vendor at city events?

If you have questions, please feel free to contact Cara Cantonwine (360) 619-1131

Please attach:

- A full description of the means to be used in conducting the business including drawings, specifications, color, signage, dimension, means of transportation to site, method of litter and other waste collection and disposal.
- Two (2) photographs of booth or cart presentation.

Upon approval, the following must be submitted, by Friday, June 6, 2008:

- Proof of a valid City of Vancouver business license, copy of application for city business license, copy of license exemption, or copy of certification of nonprofit status.
- Proof of Washington State Department of Revenue Business License.
- Proof of valid permit from the Southwest Washington Health District for food sales
- Temporary Concessions Stand Permit Application. Do not send application directly to Fire Marshal. Your application will be included in the Master Application to the Fire Marshal's office.
- A Certificate of Liability Insurance, naming The City of Vancouver as additional insured in the amount of \$300,000 minimum per each occurrence. (Forms CG 00 01 01 96 or equal and CG 20 12 07 98 or equivalent). Certificate should be faxed or mailed to the office of Cara Cantonwine, City of Vancouver by your insurance company (360) 696-8009
- Application fee of \$150 (or \$50 garbage fee and copy of certification of nonprofit status).

Make checks payable to: City of Vancouver.

Mail application to:

Cara Cantonwine,
 Program & Events Coordinator
 City of Vancouver
 PO Box 1995
 Vancouver WA 98668-1995
 Fax: 360/696-8009

Or submit application packet to:

Attn: Cara Cantonwine,
 Program & Event Coordinator
 City of Vancouver
 610 Esther Street
 Vancouver, WA 98660

I have received and read this application and the rules and guidelines for vending at Esther Short Park and other event parks. I agree to abide by the rules and guidelines. As the applicant, I will protect, save and hold harmless the City and its officers, agents and employees, from all claims, action damages or expenses of any nature whatsoever arising out of any acts or activities that occur in connection with the City's approval of the vendor permit and terms and conditions herein. I further agree to defend the City and its authorized agents and employees in any litigation, including payment of any costs or attorney fees for any claims or actions commenced thereon arising out of or in connection with said acts or activities. This obligation shall not include such claims costs, damages or expenses which may be caused by the sole negligence of the City or its authorized agents or employees.

Applicant _____

(Date)

Applicant _____

(Date)

OFFICE USE ONLY

Date received: _____

Status: _____

Permit Issued: _____