

Vendor Registration Packet

Saturday, May 7

9am-1pm

Handloff Park



Vendors
Contests
Interactive Activities
Demonstrations

Leashed, Vaccinated, &
Friendly Furballs Welcome!

Registration Deadline
April 29

Registrations received after this date will be charged a \$10 late fee.

Fee waivers for non-profits. Fees will be waived for non-profit groups that have completed a minimum of 50 hours of volunteer service per group or individual to the Parks & Recreation Department in the 12 month period prior to the event.



NewBark

PawLooza

NewBark, Dogaware

This town's gone to the hounds!



City of Newark Parks & Recreation Department

220 South Main Street Newark, DE 19711

Email parksrec@newark.de.us Phone (302) 366-7000 Fax (302) 366-7169

www.cityofnewarkde.us/play

VENDOR GUIDELINES



- Applications will be accepted on a first come, first serve basis. Vendor duplication will be at the discretion of the event coordinator.
- Please fill in the application completely including contact information, business type, and items being sold or distributed. Sign the waiver at the bottom of the form and include your payment with the application.
- Electrical power is not available for this event.
- In an effort to **GO GREEN**, receipts and event information will be emailed, if an email address has been provided.
- Vendor spaces will be assigned based on the date the vendor category, and impact on the event.
- Vendors are required to remain set up throughout the entire event.
- Vendors must supply their own canopies, tables, and chairs for the event.
- Vehicle access is controlled during events. Vendors will be responsible for any parking or traffic violations that they may incur during events. Specific guidelines for set up and break down will be provided in the event mailing two weeks prior to each event.
- Vendors are limited to 3 spaces per event.
- Vendor fees are refundable up to two week prior to the event less a \$10 or 10% fee (whichever is greater), which will be kept for administrative costs. No refunds will be issued within 14 days of the event.
- **Vendors that will be using gas, electric. or a generator will be required to follow the guidelines set forth by the fire inspector and submit additional information for the event. The application and guidelines are included in this packet.**
- Groups, businesses, or individuals who would like to have booths that fall into two or more vendor categories, the fee will be that of the higher category unless otherwise approved by the event coordinator.
- Vendors that do not comply with event rules and regulations or the directions of the event coordinator or any of his/her appointed event staff, volunteers or Newark Police personnel may be removed from the event and are subject to a suspension from future events held by the Newark Parks and Recreation Department.

Food Vendors

Vendors selling or distributing food or drink at the event **MUST** have a temporary Food Handling Permit from:

**Delaware Health Department
258 Chapman Road
Newark, DE 19702
(302) 283-7110**

A copy of the permit must be filed with the events office no less than two weeks prior to the event and the original must be on site the day of the event.

Food vendors that will be using gas, electric. or a generator will be required to follow the guidelines set forth by the fire inspector and submit additional information for the event. The application and guidelines are included in this packet.





GUIDELINES FOR BRINGING PETS

We encourage you to bring your dogs to the event, but we do have some special rules to keep them safe and comfortable while attending.

- Please bring water bowls for your booth. We will have refill stations, but ask that each booth provide a bowl for your pup.
- Please provide some shade and a quiet place for your dog to relax.
- Pets will not be permitted to wait in vehicles, so please bring enough staffing or crates to handle your dogs.
- All dogs should have secured collars or harnesses and leashes that do not exceed 6 feet.
- Please make sure that all of the pets that you bring to the event are up to date on their shots and friendly.
- Rescue pets are not child or dog tested, please must have a yellow ribbon secured to their leash and a crate must be on site in which they can be placed, if needed.
- Please make sure that they are taken to appropriate places to do their doody and pick up after you pooch.
- Please be courteous of the vendors around you and do not block the spaces of other around you with pet visits.
- All pet owners are responsible for the actions of their pets.



REMINDERS

Please fill out application LEGIBLY and COMPLETELY. Applications that cannot be read may be returned or not entered into the event. Please use all CAPITAL LETTERS in blocked sections and fill only one letter in each box.

Clearly mark your category under the appropriate event or events and write the number of spaces (limit 2) that you are requesting and totals in the space provided on the right of the form. If you are unsure of the category, please reference the vendor definitions or call (302) 366-7060 and someone in the office will be happy to help you.

List the sub-total of all events in the space provided.

RESIDENT DISCOUNTED FEE (RDF) - Individuals that LIVE or OWN A BUSINESS within the CORPORATE LIMITS of Newark are considered City residents and will receive a discounted vendor fee, unless otherwise stated. If you have questions about whether you are a City resident or not, please call the Parks and Recreation Office and our staff will be happy to help you.

Write the total in the space provided and sign the bottom of the page.

Submit payment with application in the form of cash (for walk-ins only), check, money order, or credit card. Online registration is available for events at www.cityofnewarkde.us/parksrecreation.

Applications received AFTER April 29 will be charged a \$10 late fee.





Activity #4502
For office use.

Registration Form

Business or Organization Name

Point of Contact
 First Name _____ M.I. _____ Last Name _____
 City of Newark Resident Non-resident

Mailing Address _____
 City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

All spaces are 10'x10' unless otherwise stated. Vendors may register for 3 spaces. Power is not available for this event.

Resident (RDF) / Non-Resident Fee

- Non-Profit Pet Rescue - 216 (Must have 501c3 status) \$25 / \$35 X _____ = \$ _____
 - Pet Related Activity - 226 (Interactive activity with pets/owners on site) \$30 / \$40 X _____ = \$ _____
 - Pet Related Homemade Art & Craft -236 (All items must be made by the seller) \$40 / \$50 X _____ = \$ _____
 - Pet Related Commercial & Resale -246 (Any dog-related business or resale) \$50 / \$75 X _____ = \$ _____
 - Food - 256 (Any food - 10'x15' space) \$75 / \$100 X _____ = \$ _____
 - Pet Performance or Demonstration - 266 (Please complete the section below) FREE X _____ = \$ _____
 - Event T-Shirt - 276 (Please list the quantity and sizes on registration form) \$10 X _____ = \$ **0**
 - Event Pet Bandana - 286 (Please list the quantity on registration form) \$ 5 X _____ = \$ _____
- Please make checks payable to CITY OF NEWARK.** **Total** \$ _____

Online registration is available at www.cityofnewarkde.us/parksrecreation.

Please briefly describe your organization or business and items to be sold or distributed. _____

If applying for a demonstration, please describe. _____

Length of time needed. _____ Space required. _____ Special needs. _____

Payment type: Cash Check Credit Card Security Code _____

Card # _____

Exp. Date _____ Name on card (Print) _____
 Make check(s) or money order payable to: **CITY OF NEWARK**
 Mail to: Newark Parks & Recreation Fax: (302)366-7169
 220 South Main Street
 Newark, DE 19711

Emergency Release Waiver

I, the undersigned (or parent or guardian of _____) hereby authorize the City of Newark, Department of Parks and Recreation and emergency care personnel to provide and render necessary medical care and treatment of myself and/or the aforesaid child for any illness or injury, which may be suffered at any time while participating in Department of Parks and Recreation programs. It is understood that time permitting, specific permission from parent/guardian or family member will be secured in the event of any medical treatment or surgery is to be undertaken, but that, should an emergency arise, this authorization and consent will cover such an event. Also, I/we hereby accept responsibility for any accident which may occur in connection with this recreation activity, hold harmless the City of Newark, and all other parties involved in the promotion and/or conducting of the above named activity. As well, I/we understand that the City of Newark provides NO insurance coverage for this activity. I give permission for my and/or my child to be photographed while participating and/or attending a Parks & Recreation activity. I understand that photos may be used in future publicity.

Signature (If under 18, parent/guardian must sign) _____ Date ____/____/____



CODE ENFORCEMENT DIVISION
CITY OF NEWARK

220 South Main Street • Newark, Delaware 19711
302.366.7000 • Fax 302.366.7098 • www.cityofnewarkde.us

Food Vendor's Check List

- Every food vendor who cooks with a generator, electrical hook-up or propane, shall have a 5 lb. Multipurpose ABC or BC Fire Extinguisher readily available. Any use of a fryer will require a Type "K" Extinguisher in addition to the ABC Extinguisher. Fire extinguishers must be inspected and tagged, within the past year, by a Fire Equipment Company registered in the State of Delaware.
- Propane cylinders shall be stored in an upright and secured position.
- No open flames such as candles, lanterns, kerosene or gas fired heaters and cooking equipment are permitted near under combustible materials (i.e., canopies)
- Hot surfaces from cooking and heating appliances, such as grills, hot plates and coffee makers, shall be blocked so that the public is protected from physical contact of these appliances.
- Deep fryers shall have splash covers.
- No frayed wires or overloaded extension cords are permitted.
- Access to fire hydrants shall remain unobstructed during the event.
- The Code Enforcement Office will conduct an on-site inspection of vendor's space prior to the start of the event.

If you have any questions concerning these Life Safety requirements, contact the Code Enforcement Office at (302) 366-7000 ext. 2061 during business hours.

**FAILURE TO COMPLY WITH THE ABOVE REQUIREMENTS
MAY RESULT IN THE CLOSING OF YOUR EVENT**



CODE ENFORCEMENT DIVISION
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Fire Safety Permit Application

Application Date:

APPLICANT INFORMATION		
Applicant Name		
Applicant Address		
Business Name		
Telephone Number	Fax Number	Emergency Number
ACTIVITY/LOCATION INFORMATION		
Location where activity will occur:		
Duration (choose one): Permit requested for the following date		
The above named applicant hereby requests permission to conduct the following activity at the above indicated location:		
And/or for the keeping, storage, occupancy, use, sale, handling or manufacturing of the following:		
State quantities and methods for each category of material to be stored or used:		
CERTIFICATION		
I hereby certify that I have read this application, that all statements and information submitted are true and that I agree to comply with the requirements of the Newark City Codes, IFC, DSFPR as well as any specific conditions imposed by the Fire Protection Specialist and if I fail to do so, this permit may be revoked and I will be subject to penalties as provided by law.		
Applicant's Signature	Print Name and Title	Date
OFFICIAL USE ONLY—DO NOT WRITE BELOW THIS LINE		
Permit Type:		
Conditions Imposed	Denied	Approved
Check/MO #:	Rec'd By:	<p style="text-align: right;"><i>David L Tynan Jr, FPS</i></p> <p style="text-align: right;">dtynan@newark.de.us</p>