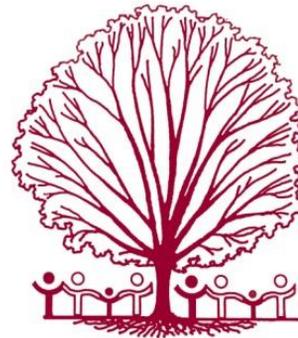




2016 Parks & Recreation Vendor Package



Newark Community Day

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

March 21, 2016

Dear Potential Vendors,

Thank you for expressing interest in the City of Newark Parks and Recreation Department's community events. This packet is designed to assist you in the process of applying for vendor space in the community events that the Parks and Recreation Department holds annually. Please read through the entire package prior to submitting your vendor application.

Registration is available online at www.cityofnewarkde.us/play or you may use the application that is included in this packet. The application provided can be used for multiple events. Online, you must register for each event separately. Payments for all events are due at the time of registration. Applications submitted without payment will not be accepted. Additional information for event vendors will be emailed approximately two weeks prior to the event. Vendor fees will be returned if we are unable to accept you as a vendor for the event. Applications will be reviewed as they are received.

Please review the vendor category definitions carefully. Vendors with a combination of items or activities from more than one category should call or email for confirmation of the category.

A late fee of \$10 will be charged for any application that is received after the stated deadline. The late fee applies to all vendor categories.

Community Information and Food are split into two separate categories: Non-profit and Commercial. To qualify for the Non-profit category, you must be a 501(C)3, religious, or government organization. All other organizations whether incorporated or not, will fall under the Commercial category.

Please provide an active email account with all registrations, if one is available. Vendor event packages that contain space information, regulations, and arrival/breakdown times for each event will be emailed approximately 2 weeks prior to the event. Vendor registration for all events ends the Thursday prior to the event at 12 p.m.

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 and Recreation Department in the 12 month period prior to the event.

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City of Newark residents will receive a Resident Discounted Fee (RDF) for all vendor fees. To qualify for the RDF, you must live or own a business within the City of Newark corporate limits. All mailings must be received at that address. You may be asked for proof of residency.

Thank you for your interest and support. Should you have any additional questions after reading this information packet, please email sbruen@newark.de.us or call (302) 366-7000.



The logo for NewBark PawLooza is set against a green background with a white border. It features several cartoon dogs: a brown dog with a hula hoop, a light blue dog, a black dog with a red collar, a grey dog, and a small brown dog. The text 'NewBark' is in green and black, and 'PawLooza' is in black with a green paw print. Below the main text, it says 'NewBark, Dogaware' and 'This town's gone to the hounds!'.

The second annual NewBark PawLooza will be held on Saturday, May 7 at Handloff Park. Vendors that have pet-related goods or services or food, may register online at www.cityofnewarkde.us/play or call (302) 366-7000 for more information or to be added to the NewBark PawLooza vendor mailing list.

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VENDOR GUIDELINES

- Applications will be accepted on a first come, first serve basis. Vendor duplication will be at the discretion of the event coordinator. Duplication of most vendor categories will be permitted and we are not able to guarantee exclusive sales for any business or organization.
- 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.
- **Electricity is available on a limited basis for Community Day.** Power is limited to 110 Volts and no electrical cooking units or items drawing 1000 watts or more will be permitted. Please list items that will be drawing power on the vendor application. **Vendors will be responsible for providing their own power strip with a Ground Fault Interrupter (GFI). Power is not available on July 4th.**
- **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.**
- In an effort to **GO GREEN**, receipts and event information will be emailed.
- Vendor spaces will be assigned based on the date the application was received, 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. Please display vendor passes during set up and break down. 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 2 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 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.

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VENDOR DEFINITIONS

NON-PROFIT FOOD – Non-profit food vendors must have 501(C)3 status, or be a religious or government entity. This category has food made or brought for consumption on the premises of the event.

COMMERCIAL FOOD – Any business, organization, or individual that would like to sell food without 501(C)3 status. This category has food made or brought for consumption on the premises of the event.

Food Vendors

No commercial food vendors will be accepted from outside the City of Newark corporate limits until after the application deadline (1 month prior to the event) for Community Day.

All 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.

NON-PROFIT INFORMATION - Any 501(C)3 organization (or government entity) that would like to give out information or promote their organization. Sales and fundraising for the groups will be permitted in this category. Non-profit groups may apply for a fee waiver in this category if they have completed 50 or more volunteer hours with the Parks and Recreation Department in the 12 months immediately preceding the event for which they are applying.

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VENDOR DEFINITIONS

COMMERCIAL INFORMATION - Any business, organization, or individual that would like to give out information or promote their business and does not have 501(C)3 status. No sales will be permitted in this category. It is for information and promotion only.

ACTIVITY - Any business, organization, or individual that would like to provide an on site activity either free or at a cost and does not have 501(C)3 status. No sales other than the activity will be permitted in this category.

FINE ART & CRAFT – Individuals or small businesses that would like to sell fine art or crafts that they have hand crafted. Items in this area may not be imported or resale items.

RESALE – Individuals, groups, or businesses that would like to sell resale / retail items.

BAZAAR – Any individual, group, or business that would like to sell used or antique items. Sale of new items are not permitted in this area

PERFORMANCE OR DEMONSTRATION – If you would like to perform or provide a demonstration at Community Day, please let us know and we will try to accommodate you or your group. Space and opportunities are very limited and not all requests will be granted. Please list the type of performance and if you would like to do a musical performance, please send a demo CD or web link with your application.

NOTE
Groups, businesses, or individuals who would like to have booths that fall within two or more vendor categories, the fee will be that of the higher category unless otherwise approved by the event coordinator.

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4th of July Fireworks & Liberty Day

Monday, July 4
6 – 9:30pm
Food vendors 6 - 10:30pm

This year's 4th of July Fireworks will take place at the University of Delaware's Athletic Complex. This location will make for easy access to the event, plenty of parking, and space for both Vendors and visitors. With estimates of 40,000 people viewing the fireworks, there's sure to be a crowd.

Items used for food service will be required to follow the restrictions that the University of Delaware has in place for the safety of the athletes that use the areas for practice and competition. A sheet outlining the restrictions will be e-mailed prior to the event.

Space for food vendors in this event is 10'x30'.
Space for all other vendors will be 10'x10'.

Electric power is not available for this event.
Food vendors will be permitted to bring **quiet** generators for their own use.

Open to all categories.



Registration Deadline - June 3

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

All food vendors may register now.

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Community Day

Sunday, September 18

11am - 4pm

Rain date – Sunday, September 25



Community Day is a longstanding Newark community event that involves Newark residents, the University of Delaware, Christina School District, Downtown Newark Partnership, and the City of Newark.

In order to preserve the U of D Green and the area surrounding it, **vehicular traffic will not be permitted on the brick pavers throughout the Green. All items brought to the event must be carried or hauled to the booth space by other means by the vendor.**

Space for all vendors in this event is 10'x10'. Canopies may be used, but stakes will not be permitted. The crowd estimates for this event have been upwards to 20,000 people.

No music/performances (live or recorded) will be permitted at booths during the event. All entertainment is provided for the event through the City of Newark Parks and Recreation Department. If you wish to have a performance on the demonstration stage, please fill out an event application and submit a demo CD or web link.

Electric power is extremely limited for this event. Please note the power requested on the Event Registration Form.

Registration Deadline - August 19

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

Non-resident commercial food vendors may apply for the event on August 22.

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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.

List the person to whom you would like to have the receipt and event information sent as your Point of Contact.

Clearly mark your category under the appropriate event or events and write the number of spaces (limit 3) 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 discount of \$50 off event vendor fees, 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 (please enter information in the space provided on the bottom of the form). Online registration is available for events at www.cityofnewarkde.us/parksrecreation.

Applications received AFTER the stated event deadlines will be charged a \$10 late fee.

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2016

City of Newark Parks & Recreation Event Registration Form

For office use only.

Please print and fill application out completely.
Applications that are not legible or completed, may be returned.

Business Name									
Point of Contact			First Name		M.I.	Last Name			
Mailing Address									
City						State		Zip Code	
Home Phone			Work Phone			Cell Phone			
Email Address									

<p>Please check appropriate blocks.</p> <p style="text-align: center;">Liberty Day (4510)</p> <p><input type="checkbox"/> Non-Profit Food (216) - \$125</p> <p><input type="checkbox"/> Commercial Food (226) - \$250</p> <p><input type="checkbox"/> Commercial Information (236) - \$90</p> <p><input type="checkbox"/> Non-Profit Information (246) - \$70</p> <p><input type="checkbox"/> Activity (256) - \$90</p> <p><input type="checkbox"/> Fine Art & Homemade Craft (266) - \$75 RDF - \$40</p> <p><input type="checkbox"/> Resale (276) - \$125</p> <p style="font-size: small; color: blue;">*RDF - City Resident Discounted Fee is \$50 off each booth space. (Does not apply to Fine Art & Homemade Craft. See RDF under that category for fee) Please subtract in space provided.</p>		<p>Community Day (4504)</p> <p><input type="checkbox"/> Non-Profit Food (316) - \$150</p> <p><input type="checkbox"/> Commercial Food (326) - \$300</p> <p><input type="checkbox"/> Commercial Information (336) - \$115</p> <p><input type="checkbox"/> Non-Profit Information (346) - \$80</p> <p><input type="checkbox"/> Activity (356) - \$115</p> <p><input type="checkbox"/> Fine Art & Homemade Craft (366) - \$75 RDF - \$50</p> <p><input type="checkbox"/> Resale (376) - \$150</p> <p><input type="checkbox"/> Bazaar/Flea Market (386) - \$110</p> <p><input type="checkbox"/> Performance or Demonstration (396) - FREE</p>		<p>LIMIT 3 spaces per event</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Qty</td> <td style="width: 90%;">Liberty Day</td> </tr> <tr> <td></td> <td style="height: 40px;"></td> </tr> <tr> <td></td> <td style="text-align: center;">Community Day</td> </tr> <tr> <td></td> <td style="height: 40px;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">Sub-total</td> </tr> <tr> <td colspan="2" style="text-align: center;">RDF*</td> </tr> <tr> <td colspan="2" style="text-align: center;">Total</td> </tr> </table>	Qty	Liberty Day				Community Day			Sub-total		RDF*		Total	
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	Community Day																	
Sub-total																		
RDF*																		
Total																		

Additional Information - Please answer ALL sections COMPLETELY. Items not listed for sale or give-away may be denied the day of the event.

Business / Organization Description _____

Items to be sold (continue on an additional sheet, if needed) _____

Items to be given away _____

Do you need electrical power? _____ If yes, number of outlets and amps (limit of 2 outlets) _____ Do you have a generator? _____

Community Day only

The activities offered by the Newark Parks and Recreation Department are accessible to individuals with disabilities. If there are any reasonable accommodations that we might need to make for the participant to fully take part in this/these activities, please call the Parks and Recreation Office to discuss the matter with the activity supervisor(s).

Release, Waiver, and Explanation of Non-Insurance
The City of Newark, Downtown Newark Partnership, and the University of Delaware DO NOT have liability insurance or any other insurance coverage which covers individuals who participate in Newark Nite, Liberty Day, or Community Day. By signing this agreement, the undersigned agrees to release the City of Newark, the Downtown Newark Partnership, and the University of Delaware from any responsibility concerning the events mentioned above and to waive any and all rights the undersigned or the organization they represent may have against Newark Nite, Liberty Day, Community Day, The City of Newark, The Downtown Newark Partnership, The University of Delaware, New Castle County, The State of Delaware, and their respective representatives.

Emergency Release Waiver
The undersigned, hereby accepts 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 medical insurance coverage for this activity. I give permission for myself and/or my child to be photographed while participating and/or attending a Parks and Recreation activity. I understand that photos may be used in future publicity.

(Parent/Guardian if under 18) _____ Date ____/____/____

Please return application with payment or register online www.cityofnewarkde.us/play.
Newark Parks & Recreation
220 South Main Street, Newark, DE 19711
Fax (302) 366-7169

Payment Type:	Cash	Check	Credit Card	Security Number																				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																				
Card Number:	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> </tr> </table>																							
Expiration Date:	____/____/____																							
Name on Card (Print):	_____																							
Signature:	_____																							







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
CITY OF NEWARK

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

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>