



March/April/May 2016

PLEASE READ ENTIRE VENDOR'S PACKET (6 PAGES)!

Dear Vendor:

Welcome to the 1st Annual *Richard Raw's Park Jam*! As the opening act for Richard Raw Week (a week of music, arts and culture), *Richard Raw's Park Jam* expects to draw crowds numbering in the hundreds wishing to enjoy live performances, amazing vendors, and a day of fun! Named after community activist and national recording artist Richard Raw, *Richard Raw's Park Jam* will be a fun and lively event that the entire family will enjoy.

Vending space for this event is limited. In order to ensure that all vendors match the scope of the event, **ONLY** vendors whose applications are officially accepted by Culture Restoration Project, Inc. administration may vend. Submitting an application and/or payment does not guarantee that you are able to vend at the event. Your application **must** be approved in order to vend.

Vending fee for all non-food vendors is \$100.00. Vending fee for food vendors is \$175.00, which includes a \$25.00 **refundable** cleanup fee. Deadline for vendor application submissions is May 6, 2016. Applications will be accepted until May 13, 2016, however any approved application received after May 6, 2016 will assess a \$25.00 late fee. We will contact you by **email** with the status of your application and any additional information you may need. Payment is not required until **immediately after** your application is approved. You will be able to pay online (link to be provided in the email you receive) or by mail to Culture Restoration Project, Inc. P.O. Box 1926 Wilmington, Delaware 19899 (**Money Orders Only**).

Please note that vendors are NOT permitted to sell bottled water at *Richard Raw's Park Jam*. Water will be sold by hosting organization as a fundraiser for youth programming in the City of Wilmington. Please adhere to this request.

We look forward to your participation in this year's *Richard Raw's Park Jam*!

Sincerely,

A handwritten signature in black ink that reads "AliShah Watson". The signature is written in a cursive, flowing style.

AliShah Watson
Executive Director
Culture Restoration Project, Inc.

OFFICE USE ONLY

Application #: _____

Richard Raw's Park Jam

SPONSORED BY: RICHARD RAW PRODUCTIONS & CITY OF WILMINGTON PARKS AND RECREATION

*June 4, 2016 1pm - 7pm *** Rodney Square - Wilmington, Delaware*

VENDOR'S APPLICATION

PLEASE CHECK ONE:

(\$25.00 **refundable** clean-up fee for food vendors is included in price)

{ } **Non-Profit Organization (Free)** { } **Food Vendor (\$175.00)** { } **Other (\$100.00)**
(Informational Table, No Sales)

Vendor Name: _____

Authorized Representative: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone#: () _____ - _____

Email Address (**required**): _____ Non-Profit EIN: _____

Food Vendors:

How will your food be prepared? (PLEASE CHECK ALL THAT APPLY)

[] FOOD TRUCK [] PROPANE [] ELECTRIC [] BUTANE [] FRYER [] OPEN FLAME [] Other _____

What type of food will be sold? _____

Non-Food Vendors:

Do you require electricity? **YES / NO** If yes, for what purpose? _____

List merchandise to be sold: _____

Application Deadline: May 6, 2016

(Applications will be accepted until May 13, 2016. Any application received after May 6, 2016 will be charged an additional \$25.00 late fee. Absolutely no applications accepted after May 13, 2016.)

Food Vendors: \$25.00 refund will be sent to the address you provide on this application

We will contact you by email to alert you of your application status

MONEY ORDERS ONLY (no business or personal checks accepted)

Culture Restoration Project, Inc.
P.O Box 1926 Wilmington, De 19899

OFFICE USE ONLY

Application #: _____

HOLD HARMLESS CLAUSE

_____ (Authorized Official's name) of
 _____ (Vendor Company Name), its officers,
 and members shall, through the signing of this document, indemnify, hold harmless and defend
 Culture Restoration Project, Inc. and their agents and employees from all liability, judgments,
 suits, costs and actions including attorney's fees and all costs of litigation of every kind and
 description brought and rendered against Culture Restoration Project, Inc. and, as a result of loss,
 damage or injury to persons (including death) or property by reason of any act or failure to act by
 _____ (Vendor Company Name), its officers, members or
 employees.

Authorized Official's Printed Name

Authorized Official's Signature

Vendor Company Name

Date

Culture Restoration Project, Inc. Official

Date

OFFICE USE ONLY

Application #: _____

Terms and Conditions:

- Vendors are asked to give 48-hours notice if they cannot attend. If any issue prevents you from attending this event, please contact Sista Nzinga at (302) 427-9426 or vendors@culture restorationproject.org.
- Please arrive between 11:45am and 12:45pm to set-up. If you require more than one hour for set-up, please contact Sista Nzinga at (302) 427-9426 or vendors@culture restorationproject.org. All vendors must set up and be ready for customers by 1:00pm. If a vendor does not arrive by 12:45pm (unless otherwise pre-arranged), their vending spot will be considered vacant and Culture Restoration Project, Inc. reserves the right to fill the vacant spot.
- Vendors agree to stay the duration of the festival (from 1:00pm – 7:00pm) unless otherwise pre-arranged.
- As a vendor, it is your responsibility to acquire proper permits and licensing to vend in the City of Wilmington. **If you are not properly licensed, you risk being shut down. Inspections by city officials may occur before or during festival.**
- **You are not permitted to sell bottles of water at the festival. Water will be sold by hosting organization as a fundraiser for youth programming in the City of Wilmington. Please adhere to this request.**
- Loading: Please arrive between 11:45am and 12:45pm to unload your vending items. You may unload directly from your car on the block of the festival, but all cars must be removed from the block by 12:45pm. NO EXCEPTIONS.
- Culture Restoration Project, Inc. will assign all vending locations. Vendors are guaranteed their location only when they are present.
- All vending spaces can be up to 10X10 unless otherwise pre-arranged (for example: vending trucks that may need more space). **Please note that vendors will be unable to stalk tents into the ground.**
- All vendors are required to supply their own tables, chairs and other vending equipment.
- A person knowledgeable of vending items for sale must be at each vending area for the duration of the event.
- \$25.00 refundable clean-up fee charged to food vendors will be refunded to the address provided in the application within 2 weeks of the festival, provided that their area is returned to original condition at close of festival. **Food vendors MUST protect the ground under their vending space from spillage and other damage.**
- Culture Restoration Project, Inc. and its agents have the right to shut down any vendor that does not adhere to the terms of this application.

Codes of Conduct:

- All vendors are responsible for liability insurance and compliance with any/all requirements of the State of Delaware. If you decline to carry liability insurance, you are required to complete the **Insurance Waiver** (next page).
- All vendors must display items in a clean and safe manner.
- At the close of the event, vendors must clean their areas immediately. All areas must be clean of all debris by 9:00pm. If vending area is not clean, the \$25.00 clean-up fee charged to food vendors will not be returned.
- All vendors are responsible for the actions of their employees and/or agents.

Authorized Official's Printed Name

Authorized Official's signature agreeing to the terms stated above

Date

OFFICE USE ONLY

Application #: _____

Insurance Waiver:

“I understand that the City of Wilmington recommends that I carry my own liability insurance while participating in Richard Raw’s Park Jam. At the present time, I have decided not to carry any insurance. However, I, the undersigned, do accept full responsibility for any negligence that I may cause.

Authorized Official’s Printed Name _____

Authorized Official’s Signature: _____ Date: _____

Please mail completed and signed applications to:

**Culture Restoration Project, Inc.
P.O. Box 1926
Wilmington, De 19899**

You may also email applications to vendors@culture restorationproject.org. Please include “Vendor Application” in the subject line.

If you have any question or concerns, please feel free to contact Sista Nzinga at (302) 427-9426 or vendors@culture restorationproject.org



**WILMINGTON FIRE DEPARTMENT
FIRE PREVENTION DIVISION**



Food Vendor's Check List

The Mayor's Office of Cultural Affairs in accordance with the Wilmington Fire Department/Fire Prevention Division requires that all food vendors review and comply with the special events requirements listed below:

- All food vendors are responsible for obtaining the necessary permits from the Delaware Division of Public Health.
- Every food vendor who cooks with a generator, electrical hook-up or propane, shall have a 5 lb multipurpose ABC fire extinguisher readily available. **Any use of a fryer will require a Type "K" Extinguisher in addition to the ABC Extinguisher. The fire extinguishers MUST be inspected and tagged, within the past year, by a Fire Equipment Company registered in the State of Delaware.**
- If a portable generator is used, no more than 10 gallons of fuel in an Underwriters Laboratory (UL) approved safety container, shall be stored at the vendors space.
- Propane cylinders shall be stored in an upright and secured position.
- Exit doors and aisles in tents shall be unobstructed at all times.
- No open flames such as candles, lanterns, kerosene or gas fired heaters and cooking equipment are permitted near or 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 with these appliances.
- Deep fryers shall have splash covers.
- No frayed wires or overloaded extension cords are permitted.
- Decorations on the vendor's carts shall be flame resistant.
- Access to fire hydrants shall remain unobstructed during the event.
- The Fire Marshal's Office will conduct an on-site inspection of vendor's space.

If you have any questions concerning these Life Safety requirements, contact the Fire Marshal's Office at 302-576-3120 during business hours.

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

END OF VENDOR PACKET