VENDOR APPLICATION

Applications due: May 25, 2023

Email: Fest@Rebellious.us

Event Information

Event Title: Rebel Fest 2023

Event Date: June 24, 2023   Rain Date: July 15, 2023

Event Location/Address: Daniel E. Rice Memorial Plaza - 112-138 W. Lehigh Street Bethlehem, PA 18018

Event Start Time (include set-up): 6:00 a.m.   Event End Time (include Clean-up): 11:59 p.m.

Vendor Operating date/times: June 24, 2023 12:00 p.m. to 9:30 p.m.   ☐ Same as Event   ☑ Different/Various

Event Organizers: Rebellious Dreams Fund

Event Contacts: Amber Robinson   Email: fest@rebellious.us   Phone #: 570-230-4152

Signature of Event Organizer: _____

Vendor Information

Vendor: _____

Business Name (As registered with the Tax Bureau): _____

Vendor Contact Name: _____

Business Address: _____

Business Phone: _____   Email: _____

Emergency Contact Number(for emergency only): _____

Vendor Location: _____

Is the vendor location any of the following: ☐ Private Property   ☐ Public Right of Way   ☐ City Park

If operating in a Metered or Permitted parking area, signature from the Parking Authority is required below:

Parking Authority Approval Attached ☐ or Signature: _____   Date: _____

Selling Items: ☐ **Yes**   ☐ **No**   **Business Privilege License Number** _____

Business Privilege is a requirement for ALL VENDORS operating in the City of Bethlehem. Please refer to "Where Do I Go For HELP" section at the end of the application.

Health and Safety

Food or Product to be served: _____

Site of Food Preparation (Please be specific if not on site): _____

Site of Food Storage: _____

Food Truck or Trailer: YES ☐ NO ☐

Cooking/Heating/Warming required: ☐ YES ☐ NO

Heating Mechanism: ☐ Grill ☐ Sterno ☐ Hot Plate ☐ Crock Pot ☐ Other_____

Source of Heat/Fuel Type: ☐ Electric ☐ Propane ☐ Wood ☐ Other_____

*When serving food a Health Permit and Cooking Permit may be required. Please refer to the "Where Do I Go For HELP" section at the end of the application.

Worker's Compensation Insurance: (check applicable box)

☐ Vendor maintains Worker's Compensation Insurance as required to the provisions of Pennsylvania's Workers Compensation Law

☐ Vendor Does Not maintain Worker's Compensation Insurance because it is not required pursuant to the provisions of the Pennsylvania's Workers Compensation Law

CHECKLIST OF VENDOR REQUIREMENTS

Event Organizer Approval: To be obtained whenever vendor is part of a larger event (i.e. vendor is not the organizer)

Necessary Items: ☐ Signature of Event Organizer

Tax License: To be obtained whenever selling at the event -Valid Business License

Necessary Items: ☐ Existing Vendors attach a current City of Bethlehem Business Privilege License.

☐ New Vendors attach a copy of completed Business Registration/Mercantile License Application.

Health Permit: To be obtained whenever food/beverage/ice are being served to the public (regardless of cost)

Necessary Items: ☐ Copy of ServSafe Manager Certification (if event is more than 1 day)

☐ Copy of Department of Agriculture or Other Health Dept. License (When preparing off-site)

☐ Appropriate Fee: |One Day- $26.00

|Two- Three Day- $41.00

|Four or More days- $76.00

Cooking Permit: To be obtained whenever there is heating/cooking/warming of food product.

☐ Appropriate Fee: |$15.00 Review Fee

|$35.00 Inspection Fee (upon discretion of the Fire Marshal)

Copy of Insurance Certificate: ☐ Workman's Comp. & General Liability - $1,000,000

Public Right of Way: To be obtained whenever items are placed, or activities are within the Public Right of Way

Necessary Items: ☐ Copy of Insurance Certificate (Worker's Comp. & *General Liability- $1,000,000-listing City of Bethlehem, Employees and Officers as additional insured.*)

☐ Sketch showing proposed location within the Public Right of Way

☐ Approval/Permission letter from the Property Owner

☐ Signature of Parking Authority, if within a Metered or Permitted Parking Area

☐ Appropriate Fee: $100.00

Where Can I go for HELP

Health Bureau	Food/Beverage Questions	610-865-7083
Fire Department	Open Flame/Cooking Questions	610-865-7143
Engineering Bureau	Right of Way Questions	610-865-7063
Bethlehem Parking Authority	Metered or Permit Parking Questions	BethPark.org
Tax Bureau	General Questions	610-865-7022
Tri-State Financial Group	Business Privilege License/ Mercantile License	610-270-9520

Certification/Hold Harmless/Insurance Clause

Vendor warrants that it is and will be at all times during said event in full compliance will all applicable laws, regulations and ordinances. Vendor, his Successor's, heirs, assigns, executors and administrators shall defend and hold harmless the City from claims and liability, contingent and otherwise for injury to or death of any person or damage to real or personal property arising in or by reason of or in connection with the vendor's negligence, whether sole or joining and vendor shall pay all judgements, interest, costs, legal and other expenses arising out of or in connection herewith. Unless Otherwise agreed in writing by the City, vendor shall furnish the City with a comprehensive policy for public liability insurance insuring the city and its agents, officers and employees against claims of liability, contingent and otherwise for injury, death, damage or by reason of or in connection with the vendor's negligence to defend against all such claims, demands, action or legal proceedings and to pay all costs arising out of or in connection therewith. The limits of liability of such policy shall not be less than $1,000,000.00 combined single limits for bodily injury and/or damage.

Vendor has read Certification/Hold Harmless and herein executes same and warrants the undersigned is duly authorized to act for the vendor as set forth herein.

Applicant Name (Print) _____

Signature _____ **Date** _____

Property Owner of Parcel: _____

*Event Organizer – Please submit ALL Applications at one time for each event

*Payment is made when the permit it picked up.

All Required items must be submitted at least 2 WEEKS prior to event. If submitted after this time period, additional fees may apply and the City of Bethlehem cannot guarantee approval.