

**FOOD Vendor Application Form**

**15th Season:** May 25th through August 31st in Haddad Riverfront Park, Charleston, WV

**liveontheleveecharleston.com**

Live on the Levee is a free outdoor concert series presented by the City of Charleston featuring live music of various styles at Haddad Riverfront Park. The live shows are performed every Friday night on the Schoenbaum Stage. The 2018 Live on the Levee series will begin Friday, May 25, 2018 and conclude on Friday, August 31, 2018. Our concert series celebrates the community and five inner city charities with lively music, great food, and amazing spirit. Many community members come together to make this one of the most popular and unique events in Charleston and the admission is FREE.

**IMPORTANT DATES:**

**Application Deadline: March 2, 2018**

**Refund/Cancellation Deadline: March 16, 2018**

**Acceptance Email: March 30, 2018**

If you are interested in becoming a food vendor for the 2018 season of Live on the Levee, please complete the questions on the attached form and return to the City Managers’ Office as soon as possible. Forms may be mailed to City Manager’s Office, Attn: Cari A. Morris, P.O. Box 2749, Charleston, WV 25330 or hand delivered to 501 Virginia Street East, Room 101; Charleston, WV 25301. All envelopes should be addressed to the attention of Cari A. Morris.

All Vendors in connection with the performance of this project shall certify that they do not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. In addition, all applicants shall certify that they are in complete compliance with the Immigration Reform and Control Act (IRCA).

The City shall not be held responsible for forms that are not delivered properly to the City Manager’s Office either by fault of the respondent, U.S. Postal Service or otherwise.

If you are selected as a vendor for the 2018 season a $200.00 deposit will be required. The deposit ensures that you will be available to provide services required for the complete season. If you attend thirteen (13) of the fifteen (15) Fridays during the concert season the deposit will be refunded.

All applications will be reviewed by the Live on the Levee Committee. After the evaluation of all applications, vendors will be notified of the Committee’s decision. The City reserves the right to reject any or all applicants for any reason and is not necessarily bound to select any applicant if that applicant is contrary to the best interest of the City. In making a selection, intangible factors such as vendor service, integrity, facilities, equipment, reputation and past performance will be weighed. Submitted applications will be time and date stamped upon arrival in the City Managers’ Office. It is the goal of the City of Charleston to provide a variety of food and beverage options to attendees. Therefore, in the instance that more than one application is received for the same or similar products, a decision may be made based upon when applications were received.



**BEVERAGE POLICY:** Food vendors may sell non-alcoholic beverages from their booth. **No alcoholic beverages can be sold out of your booth at any time.**

**INSURANCE REQUIREMENTS:** All food vendors participating in these events must have $1,000,000 of liability insurance for the entire duration of the season. In addition, all participants must provide us with any changes of your policy if necessary.

**HEALTH PERMITS**: You must provide a copy of your Kanawha/Charleston heath department food permit certificate. You must also always follow any guidelines that ensure food safety in your booth/vending area.

**GREASE/TRASH:** Food vendors need to provide ground cover inside their booth & cooking area for the absorption of grease. No food vendor will be allowed to open for business if the ground cover is not in place. No grease or gray water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave the event and your deposit will be forfeited. Trash: Vendors are responsible to properly bag trash within your sales location. Our clean-up crew will collect properly bagged trash from your space.

**WATER/ICE:** Water and ice are not accessible. Please bring appropriate means to ensure food safety and cleanliness.

**WHAT WE PROVIDE**: The City of Charleston has certified electricians that hook up each vendor into the electrical system. However, each vendor must supply a minimum 12-3 gauge extension wire- NO EXCEPTIONS! Anything below this requirement will not be permitted to be plugged into the City’s electrical system. PLEASE NOTE: Be prepared for all scenarios. *The City is not responsible for any food that may spoil due to no electricity.*

**PAYMENT**: You are only required to provide a deposit check IF YOU ARE SELECTED as a vendor! The City of Charleston will contact you if you are selected. Preferred form of payment is by check. REFUND POLICY: All vendors will receive the deposit back at the end of each season if they are able to attend 13 out of the 15 Fridays. Missing excessively will result in the loss of your deposit, and may prevent future opportunities to participate in the concert series.

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Business Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell (where you can be reached during event)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(\*\*This is our method of communication with you)

Have you been accepted in previous Live on the Levee Seasons? Yes, Number of years:\_\_\_\_ No

Previous food vending experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Specific appliance electrical requirements (voltage and amperage) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Do you have a Kanawha-Charleston Health Department Certification? Please attach a copy to this form.

Yes  No

Are you able to participate every Friday between May 25, 2018 and August 31, 2018?

Vendors must be set up and available to patrons from 6:30 p.m. to 9:30 p.m. If no, please list dates you will not be available.

 Yes  No

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What amount of space will your booth/tent require? Each space is in 10 ft. x 10 ft. increments.

*Please note: You will only be allotted what amount of space you list, so measure carefully!*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

What is your proposed pricing? Please attach a copy of your proposed menu with pricing to this form.

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The planned concerts will go on rain or shine. Because of the weather element, crowd size may vary from

week to week. How will you handle the weeks when demand is high?

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Please be sure to enclose a photo of your food truck/ food booth. If you aren’t able to provide a physical photograph, one may be sent digitally to [cari.morris@cityofcharleston.org](mailto:cari.morris@cityofcharleston.org).



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**We certify that we practice equal employment opportunities, are in compliance with IRCA and have included**

**with this application all enclosures listed below.**

Authorized Vendor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed/Typed Vendor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business & Occupation Tax Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: No contract/business will be awarded to a company whose City tax status is considered delinquent.**

**APPLICATION IS NOT COMPLETE WITHOUT:**

(INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE SENT BACK)

* Signed and Completed Application
* Photo of your booth set up or truck with dimensions
* Liability insurance certificate
* Proposed menu with pricing
* Health Department Certificate