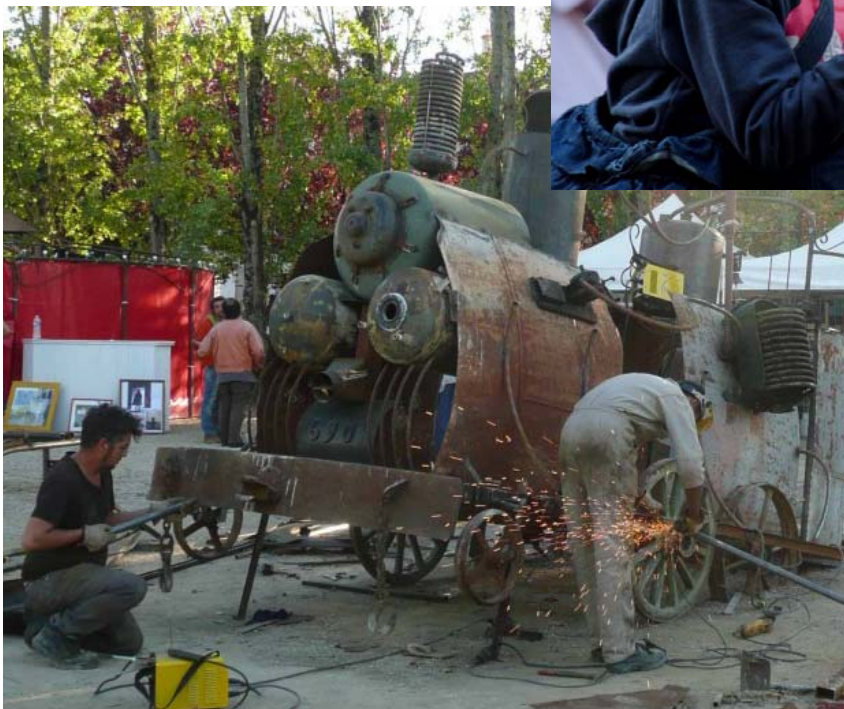


The Kimmel Center's Philadelphia International Festival of the Arts Street Fair Vendor Application

Saturday April 27, 2013 11:00AM – 7:00PM
Broad Street between Chestnut & South, Center City Philadelphia

If you had a Time Machine . . .

PIFA is back with a month-long festival of performances, exhibits, and events taking audiences on a journey through time. During April 2013, audiences will experience the convergence of art, culture and history in artistic interpretations of defining moments that influence society today. For the closing event of PIFA on April 27, the Kimmel Center will close down Broad Street for an all-out street celebration inspired by the theme, "If you had a Time Machine..."



Join Us

Whether you are an individual artist, retailer, chef or an organization of any kind, join us and reach an estimated 250,000 people brought to Philadelphia through a range of marketing efforts including those by the Greater Philadelphia Tourism Marketing Corporation and the Philadelphia Convention and Visitors Bureau. PIFA also plans to partner again with Center City District, Avenue of the Arts, the Greater Philadelphia Chamber of Commerce, the Independent Visitors Center, and SEPTA. Don't miss this exciting day-long celebration!

Words from our 2011 Vendors

- "I think our favorite moment of the day was just seeing the long lines of people waiting in line to try our food. Also, to see our usual customers that came to support us and to see the smiling faces of people that tried our food and came back to thank us. It was definitely a wonderful experience."
- "As a company, the more we can support the city, the happier we are. It was a benchmark, a unifying event that will stay in the memory of attendees for years to come. It was a pleasure and a privilege to be a part of it."
- "Part of what made this [fair] special was there were not endless rows of vendor tents. It made for a more open feeling. "
- "Throughout the day, we gave out 500+ marketing bags...we had to go back to our store location to get more supplies several times! The PIFA Street Fair was definitely a positive experience for us. I think it allowed our regular customers to see how hands-on we are. Thank you so much for choosing us as a vendor!"

Questions about the application?

Please email us at streetfair@pifa.org or call 215-670-2325

www.PIFA.org for more information

VENDOR APPLICATION TIMELINE

February 1 st , 2013	- Application Due
February 15 th , 2013	- Accepted Vendors notified, receive Welcome Package incl. contract and license applications
March 1 st , 2013	- Signed contracts, proof of insurance and full participation fees due
April 27 th , 2013	- PIFA Street Fair 11:00AM – 7:00PM



Philadelphia International Festival of the Arts Street Fair Vendor Application

Vendor Contact Information

Name/Company: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Website: _____

Main Contact Person: _____

Mobile Phone: _____ Office Phone: _____

Email Address: _____

The Street Fair will be a collage of many different types of organizations. Because there are a limited number of vendor spaces available, the Festival will not be able to accept every vendor who applies.

Food & Non-Alcoholic Beverage Vendors

Please include the following information as it applies to your service:

1. Food - Please provide a list of all food items that will be sold, include cost per item (please attach a menu, include a website, etc.)

Notes: _____

2. Beverage - Please provide a list of all beverages that will be sold, include cost per drink (please attach a menu, etc.)

Notes: _____

3. Please attach a photo(s) of your space set-up & food

4. Adherence to Theme - Tell us anything else you would like us to know. Something that distinguishes you from other vendors. **Include how you will reflect the Time Travel Theme.** Complete this statement, "If you had a time machine ..." You could pick a date, or maybe an era and organize your booth around it. Please continue your answer on the back of the application or include an attachment. Visit www.pifa.org to learn about the projects in the festival.

Please Select the type of Space you will require:

☐ **Premium Vendor Space - \$2000 (Limited Availability)**

Includes a 10' x 10' covered space with guaranteed high-traffic / high visibility placement on the street in an intersection or next to prime entertainment for maximum exposure, 20Amps Power, two 6' tables, and four chairs (Additional power & ice is available at an additional cost)

☐ **Large Food & Non-Alcoholic Beverage Vendor Space - \$1800**

Includes a 10' x 20' covered space for a vending & seating area, one 6' table and two chairs (power & ice is available at an additional cost)

☐ **Standard Food / Food Truck & Non-Alcoholic Beverage Vendor Space - \$1200**

Includes a 10' x 10' covered space for vending, one 6' table and two chairs (power & ice is available at an additional cost)

All food vendors must be self-contained. A hot water hand washing station will be provided.

Vendors will need to provide proof of the following: (details of this process will be included if accepted)

1. Philadelphia Business Privilege License
<http://business.phila.gov/Pages/Home.aspx>
2. Licenses & Inspections Application
<http://business.phila.gov/Documents/Licenses/newsstand.pdf>
3. Health Department Office, Temporary Special Event Food Operation Application
http://www.phila.gov/health/pdfs/Temporary_SpEvent.pdf
4. Proof of Insurance evidencing the following, at a minimum: Commercial General Liability Insurance in an amount not less than \$1,000,000.00 per occurrence. Other insurance details will be specified in the contract if accepted.

(Skip to Basic Rules & Regulations)

**Other Vendors & Non-Profit Organizations
(No Food & No Beverage)**

Please Check All That Apply:

1. Product ☐ 2. Service ☐ 3. Other ☐

Please include the following information as it applies to your service:

- 1. Product** – Please provide a list of items that will be sold, including cost per item (please include a website, attach photos, etc.)

Notes: _____

- 2. Service** – Please provide a description of the services you will be rendering (please include a website, etc.)

Notes: _____

- 3. Other** – Please provide a description of what you will be doing in your space (please attach or answer on the back of the application)

Notes: _____

- 4. Please attach a photo(s)** of your space set-up & products / services

5. Adherence to Theme - Tell us anything else you would like us to know. Something that distinguishes you from other vendors. **Include how you will reflect the Time Travel Theme.** Complete this statement, "If you had a time machine ..." You could pick a date, or maybe an era and organize your booth around it. Please continue your answer on the back of the application or include an attachment. Visit www.pifa.org to learn about the projects in the festival.

Please Select the type of Space you will require:

☐ **Premium Vendor Space - \$2000 (Limited Availability)**

Includes a 10' x 10' covered space with guaranteed high-traffic / high visibility placement on the street in an intersection or next to prime entertainment for maximum exposure, 20Amps Power, two 6' tables, and four chairs (Additional power is available at an additional cost)

☐ **Large Non-Food Vendor Space - \$1200**

Includes a 10' x 20' covered space, one 6' table and two chairs (access to power is available at an additional cost)

☐ **Standard Non-Food Vendor Space - \$700**

Includes a 10' x 10' covered space, one 6' table and two chairs (access to power is available at an additional cost)

☐ **Non-Profit Vendor Space - \$300 (Limited Availability / Priority given to Arts & Cultural organizations)**

Includes a covered space, one 6' table and two chairs (access to power may be available at an additional cost)

Vendors will need to provide proof of the following: (details of this process will be included if accepted)

1. Business Privilege License
<http://business.phila.gov/Pages/Home.aspx>

2. Licenses & Inspections Application
<http://business.phila.gov/Documents/Licenses/newsstand.pdf>

3. Proof of Insurance evidencing the following, at a minimum: Commercial General Liability Insurance in an amount not less than \$1,000,000.00 per occurrence. Other insurance details will be specified in the contract if accepted.

4. Non-Profit status, if applicable

Basic Rules and Regulations

1. Street Fair. Kimmel Center, Inc. reserves the right to cancel or change the date and/or time of the Street Fair for any period of time with advance notice to Vendors. This is a rain or shine event. There will be no refunds for any reason. Vendors shall be open and continuously man their assigned space from 11:00 a.m. until 7:00 p.m.

2. Space Assignments. Space assignments will be made at Kimmel Center, Inc.'s sole discretion. Vendors may request multiple spaces but approval of this is not guaranteed. We will do our best to meet the specific needs and requests of each Vendor while balancing the overall needs of the Street Fair. Vendors agree that their set-up will be within the specified space boundaries and that their display will not obstruct, block or interfere with neighboring vendors in any way. Each Food Vendor is responsible for providing a [20 pound] fire extinguisher and keeping it on hand at all times during the Street Fair.

3. Liability of Vendor and Insurance. Vendor assumes all responsibility for any loss, damage, claim or other injury to Vendor, its employees and representatives or any third parties, resulting from participation in the Street Fair, or by reason Vendor's employees, agents, representatives or any item located within the space registered to Vendor's name, and shall indemnify and hold harmless the City of Philadelphia, Kimmel Center, Inc., Roberts Event Group Inc., and each of their employees, agents and representatives from any and all such loss, damage, claim, injury or other claim relating thereto. Vendor is responsible for adequately insuring against theft, injury, damage, loss and liability, naming Kimmel Center, Inc., Roberts Event Group Inc., and the City of Philadelphia as Additional Insureds, and hereby waives any and all claims against Kimmel Center, Inc., Roberts Event Group Inc., and the City of Philadelphia. Kimmel Center, Inc. accepts no liability or responsibility for any loss or liability incurred by Vendor or any third party, or to any of the items, materials, goods or other property of the same, whether caused by fire, theft, act of God, Vendor's action or inaction, or any other cause. In the event Kimmel Center, Inc., Roberts Event Group Inc., or the City of Philadelphia requires vendors to provide evidence of additional specific required insurance coverage and limits, Vendor agrees to provide such evidence upon request as a required condition to participating in the Street Fair.

Obtaining required licenses and permits, and obeying all laws, codes and ordinances, is the sole responsibility of Vendor. Required licenses and permits shall be displayed prominently by the Vendor at all times. Sales tax, when required, is the responsibility of the Vendor.

Submit the Application with Processing Fee

Completed Application and Non-Refundable \$50 Processing Fee must be received by February 1, 2013

Processing Fee: Your application will not be considered without payment of the Processing Fee. If you are accepted as a vendor in the Street Fair, the \$50 fee will be applied to your space cost.

Mail Completed Application with \$50 processing fee to:
Kimmel Center, Inc.
c/o Vendor Services, PIFA
1500 Walnut Street, Floor 17
Philadelphia, PA 19102

Check or Money Order: Make payable to: Kimmel Center, Inc.

Questions about the application? Please email us at streefair@pifa.org or call 215-670-2325

Notification of Acceptance into Street Fair

**Accepted vendors will be notified by February 15th, 2013
Vendors will have until March 1st to submit all necessary paperwork and fees**

By signing below, the Vendor acknowledges receipt and understanding of the Philadelphia International Festival of the Arts Vendor Application and agrees to comply with the terms set forth therein and represents that the person signing on the Vendor's behalf has the authority to do so. Vendor certifies that all information and materials submitted in or in support of this Application are true and complete.

Vendor Signature: _____ Title: _____ Date: _____

PLEASE PROVIDE ADDITIONAL INFORMATION OR COMMENTS HERE