



RiverFest Vendor Application

June 28th & 29th, 2019

Friday 12 PM - 1:00am & Saturday 10:00am - 1:00am

American Heroes Park Bellevue Nebraska

Contact Info: Faith (402) 504-9774 or at membership@bellevuenebraska.com

Thank you for inquiring about RiverFest 2019.

Attached is the Application, city permit and an example of the Certificate of Liability of Insurance.

Please take a close look at the electrical options. Please make sure you choose the electrical options that suit your needs. If you have any questions please call or email Faith (contact information above.) This is to help make the setup, clean up and everything in between run as smooth as possible.

Also pay close attention to the set up instructions. Your vehicle must be out of the Vendor area by 11:00 am on Friday and 9:30am Saturday. This will be enforced or consequences will occur. The rules are for everyone safety.

The application includes all the additional items needed to be submitted with your application. Please send all the items with the application. It will again make things more efficient the closer we get to this event.

I have included a sample copy of the certificate of Liability insurance. We will need 2 certificates this year.

Please include one with the City of Bellevue 1500 Wall Street Bellevue, NE 68005 as the certificate holder and the other with the BEEF/Bellevue Chamber of Commerce 1036 Bruin Blvd Ste 119 Bellevue, NE 68005 as the certificate holder. There is an example attached. Please call Faith with any questions.

Once again we are looking for a very successful event!

Contact Info: Faith

(402) 504-9774 or at membership@bellevuenebraska.com



RiverFest Vendor (Craft & Food) Application

June 28 & 29, 2019

Friday 12:00pm - 1:00am & Saturday 10:00am - 1:00am

American Heroes Park Bellevue Nebraska

Contact Info: Faith(402) 504-9774 or at membership@bellevuenebraska.com

Business Name & Contact Name (Please print)

Address

City

State

Zip Code

E-mail address

Best Available Phone #

Method of Payment

BOOTH FEE \$8.00 per front footage _____ X \$8.00 = \$ _____
 After May 1, 2019 \$9.00 per foot

All booths will be 20' deep

CITY OF BELLEVUE
 *Application for Event Participation (attached)
 (cost subject to change) \$ 20.00

ELECTRIC HOOK-UP
 120V –up to 40 amps \$75 _____ \$ _____
 \$50 per add. 10amp _____

240V –up to 50 amps \$175 _____ \$ _____
 \$50 per add. 10amp _____

Total Number of Amps you draw _____

If you have questions, please email membership@bellevuenebraska.com

* Electrical service is available at almost all locations when requested & paid for by May 31, 2019
EXTENSION CORDS/WATER HOSES NOT INCLUDED

\$ _____
TOTAL DUE

Check – Payable to
Bellevue Chamber of Commerce

MasterCard

Visa

Credit Card #

Exp. date

Signature for Credit Card

No personal Generators allowed. You are required to use our power. Also, if you arrive and your power needs do not match the needs you requested, there will be an additional charge of \$100. If you have questions, please email membership@bellevuenebraska.com.

When you submit, **all** the following items must be submitted with your application:

- Completed & Signed RiverFest Application
- Completed & Signed City of Bellevue - Application for Event Participation
- Proof of Insurance
- Full Payment

Food Vendors ONLY - State Permit/License

All of the above items must be submitted with your application.

Payment must be included with entry form to secure your booth. Application Deadline is May 31, 2019

Hold Harmless/Indemnification/Release/Waiver of Liability/Publicity: In consideration for participating in 2019 RiverFest, I hereby agree to indemnify and hold harmless the Greater Bellevue Area Chamber of Commerce, the Bellevue Economic Enhancement Foundation, the City of Bellevue and its employees, officers, directors, representatives, agents, volunteers, sponsors and advertisers from any claims, demands, causes of action, liability, judgments and/or damages or costs (including reasonable costs and attorneys' fees) arising out of or relating to my participation in RiverFest. I also agree to waive and release any and all rights and claims for damages I may have against the Greater Bellevue Area Chamber of Commerce, the Bellevue Economic Enhancement Foundation, the City of Bellevue and its employees, representatives, agents, volunteers, sponsors and advertisers for any and all injuries I may suffer arising out of or relating to my participation in this event. In addition, I hereby grant full permission to the Greater Bellevue Area Chamber of Commerce, its representatives, and agents to use any photographs, videotapes, motion pictures, recordings, and any other record of this event for any legitimate purpose.

Signature

Print Name

Date

Registration deadline May 31, 2019 to reserve a space for RiverFest 2019 Community Festival.

Send completed entry to Bellevue Chamber of Commerce, 1036 Bruin Blvd Ste 119, Bellevue NE 68005 questions call 402.898.3000

No Refunds will be given after May 31, 2019. Refunds prior to May 31, 2019 will include a \$50.00 processing fee.

Cancellations must be submitted in writing.

Note: No un-authorized motorized vehicles will be permitted (golf carts, 4-wheelers etc.)

ALL VENDORS INFORMATION

- ★ APPLICATION DEADLINE IS May 31, 2019
- ★ All Vendors will be able to set up starting at 3pm Thursday June 27, 2019 thru 10:00 am Friday, June 28, 2019. Each booth space will be assigned by a RiverFest Staff member. All vehicles must be out of Vendor area by 10:00am on Friday. No exceptions. We will have Vendor Parking available for you. You will receive your Vendor parking passes in the mail.
The rules are for everyone's safety. If you are not out of the Vendor area by 10:00 am Friday June 28, 2019 or by 9:30am Saturday June 29, 2019 there will be a \$100 penalty and/or you will be asked to leave with no refunds.
- ★ **EACH VENDOR must have a City of Bellevue – Event Participation Permit under provisions of Ordinance No 441 (application form enclosed). The City of Bellevue – Application for Event Participation must be submitted with your Riverfest application to the Bellevue Chamber of Commerce.**
- ★ Vendors are accepted on a first-come, first-serve basis. Booth Space is very limited so every vendor/product is selected by the committee/jury. Specific questions in reference to this policy should be directed to Faith at (402-504-9774 or by email at membership@bellevuenebraska.com)
- ★ You are required to display your Event Participation Permit from the City of Bellevue and a copy of your insurance.
- ★ Booths are a plot of grass. You are responsible for your own tables, chairs, displays, canopies, extension cords, water hose etc. We need the EXACT dimensions of your layout. If you are not able to keep your display within your reserved area, you will be charged for additional space.
- ★ If you requested electricity and included that amount in your check and you are denied a booth with electricity, due to limitations, that amount will be refunded by the RiverFest committee via the U.S. postal service.
- ★ All Vendors are admitted at the discretion of the RiverFest Committee.
- ★ Prohibited Items: guns (toy, real, or otherwise), knives (toy, real, or otherwise), glass (no drinks served in glass bottles and if you are a craft vendor it will be to our discretion), alcohol-related products, ice, tobacco products, fireworks, snap pops, stink bombs, live animals, silly string, door-to-door or telephone solicitations, flyers, and nothing with the phrase or logo “RiverFest”. This list is not all-inclusive. The RiverFest Committee Chair has the sole and exclusive right to add additional items to the list before or during the event.
- ★ Items not approved by the RiverFest Committee can not be sold. You will be asked to remove the item(s) from your booth.
- ★ RiverFest (the City of Bellevue, the Greater Bellevue Area Chamber of Commerce and the Bellevue Economic Enhancement Foundation are expressly released from any loss, injury, or damage to persons or property.
- ★ If a vendor fails to comply with any of these guidelines, they will be dismissed from the event and all future festivals.
- ★ No location guarantees.
- ★ NO REFUNDS will be given due to inclement weather. The festival will go on as planned. Booths may not be sublet.
- ★ In order to be considered for the festival, your payment must accompany your application and be submitted to the Bellevue Chamber of Commerce before the deadline. If we are unable to accommodate your menu selection, your application and check will be returned to you via US Mail.
- ★ A menu of food items must be included with your application. Duplication of menu items will be limited with the exception of barbeque. Be prepared to exclude certain menu items due to menu limitations.
- ★ You must provide a copy of your Proof of Liability WITH YOUR application naming RiverFest, the City of Bellevue, the Bellevue Economic Enhancement Foundation and the Greater Bellevue Area Chamber of Commerce as additional insured on the policy. Proof of insurance should show: A) General Liability \$1,000,000 per occurrence, \$2,000,000 aggregate naming the City of Bellevue as additional insured and waiver of subrogation in favor of the City of Bellevue; B) Workers compensation – statutory limits; and C) Umbrella - \$1,000,000 (see sample attached)
ALCOHOL AND ICE ARE NOT ALLOWED TO BE SOLD OR DISTRIBUTED FROM VENDOR BOOTH.
- ★ Ice will be available upon request, and a \$5 fee will be charged. Contact information will be distributed to each vendor at check-in.
- ★ **FOOD VENDORS MUST INCLUDE PROOF OF STATE LICENSE.**
- ★ If you require electricity, the fee is as above. Power is limited and will be assigned on a first come – first serve basis with a fully paid and completed entry form. You MUST bring your own extension cord(s).
- ★ **Craft / Commercial Vendors**
 - FRIDAY: 12:00 pm - 9:00 pm You are welcome to stay open as late as 1:00 am
 - SATURDAY: 10:00 am - 9:00 pm You are welcome to stay open as late as 1:00 am**Do not open any fenced area unless you have permission from a Chamber Staff Member.**
- ★ **Food Hours:**
 - FRIDAY 12:00 pm – 11:00 pm You are welcome to stay open as late as 1:00 am
 - SATURDAY: 10:00am – 11:00 pm You are welcome to stay open as late as 1:00 am
 -
 - **No motorized vehicles in the area due to crowds. You will need to carry your items to your vehicle or wait until the end of the last band. Do not open any fenced area unless you have permission from a Chamber Staff Member.**

Vendors shall not pack or remove merchandise prior to the established closing time without prior approval by a Chamber Staff Member.

Questions: (402) 504-9774 or membership@bellevuenebraska.com

CITY OF BELLEVUE
APPLICATION FOR EVENT PARTICIPATION

APPLICANT _____

PHONE (HOME) _____ (CELL) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DRIVER'S LICENSE NO. _____ STATE _____ EXP. DATE _____

VEHICLE MAKE / MODEL / YEAR _____ / _____ / _____

LICENSE PLATE NUMBER _____ STATE OF ISSUANCE _____ EXPIRATION _____

NAME OF EVENT: RIVERFEST 2019: American Heroes Park June 28th & 29th

NAME OR DESCRIPTION OF EACH RIDE, SHOW, TENT, BOOTH, CONCESSION STAND, ETC.:

SIGNATURE _____ DATE _____

* CITY OF BELLEVUE \$20 FEE INCLUDED ON APPLICATION FORM
**SUBJECT TO CHANGE