



2019 Parade the Circle Food Vendor Application

Parade the Circle - Saturday, June 8, 2019 from 10am – 4pm

BUSINESS INFORMATION		
Business/Restaurant Name:		
Company Name for Reimbursement Checks:		
Business Mailing Address:		
City:	State:	ZIP Code:
Number of Employees:	Phone:	Website:
Vendor Type: <input type="checkbox"/> Food Truck <input type="checkbox"/> Food Trailer <input type="checkbox"/> Tent Vendor (most availability)		
Please list any business certifications and/or minority business status (MBE, WBE, SBE, LGBTBE, etc.):		
EVENT CONTACT INFORMATION		
Contact Name:		
Cell Phone:	Email:	
Job Title:		

ALL APPLICATIONS AND FEES MUST TO BE SUBMITTED TO UCI BY APRIL 12, 2019. UCI RESERVES THE RIGHT TO NOT ACCEPT ANY APPLICATIONS SUBMITTED AFTER THE DEADLINE AS WELL AS ANY APPLICATIONS SUBMITTED WITHOUT THE VENDOR FEE. UCI ALSO RESERVES THE RIGHT TO LIMIT THE NUMBER OF VENDORS SELLING CERTAIN FOOD AND BEVERAGE ITEMS. PLEASE NOTE THERE IS A LIMITED NUMBER OF VENDOR SPOTS. VENDORS ARE NOT PERMITTED TO SELL ALCOHOLIC BEVERAGES.

Please note that all vendors are REQUIRED to attend a meeting on Wednesday, May 8, 2019 at 3pm at UCI which is located at 10831 Magnolia Drive, Cleveland, OH 44106. If you have any questions please call Sheila Obrycki at 216-707-5035.

- **COST TO PARTICIPATE: \$850** - Includes one 10 ft. x 10 ft. tent, signage, two 8 ft. tables, two chairs, trash receptacle, setup and takedown. If you would like to be an exclusive vendor, the fee is \$1,700. Vendors will be considered in the order that they ask. Please mark below any additional tents, tables or chair needs. Note: There is a fee for all additional items. **Payment is due at the time the application is submitted. Checks can be made payable to University Circle Inc.**
- **INSURANCE:** Provide UCI with an insurance certificate evidencing liability insurance coverage with a \$1,000,000 combined single limit, naming UCI as additional insured and promising to indemnify UCI and to comply with all applicable laws, statutes, ordinances, and regulations.
- **SIGNAGE:** UCI will provide all signage that will be on the outside of each tent. Vendors can have signage inside their tent, but UCI reserves the right to decide which signage and promotional items are appropriate for the event.

- **SETUP:** Please provide a full list of items being set up – note all items on the last page of this application. UCI reserves the right to decide if trailers, freezers, carts, or other storage units can be near your tent based on the size and weight of the items. If items are not noted on this application but are brought to the event UCI will ask you to remove them immediately.
- **PERMITS:** All food vendors must obtain their own temporary food license from the City of Cleveland’s Health Department/Division of Assessments and Licenses prior to the event. Licenses can be obtained at Cleveland City Hall, Room 122. All food vendors need to read and review the Food Vendor Guidelines from the Department of Health. For a copy please call 216-664-4599 or you can pick up at The Department of Health, located at 1925 St. Clair Avenue. Online applications can be found at: http://www.clevelandhealth.org/network/environment/food_safety.php

Any vendor using propane or hazardous materials needs to have a City of Cleveland Division of Fire Hazardous Substance permit. Due to the number of vendors at Parade the Circle, UCI will submit your application and fee. Please plan to bring a check for \$20 payable to the City of Cleveland (cash is not accepted). Permit applications will be given out at the meeting on May 8th, or can be obtained prior to the meeting by going to The City of Cleveland Division of Fire or downloading the application from the City’s website:

www.city.cleveland.oh.us/CityofCleveland/Home/FormsPublication

Permits will be given out the day of the event.

- **ELECTRICAL NEEDS:** Note all electrical needs on the last page of this application. Please list exactly what equipment you plan to bring and how much electricity you will need when operating that equipment. UCI’s electrical contractor must approve all electrical requests. Vendors must provide the proper receptacles for their electric connections. All receptacles need to be approved by UCI’s electrician prior to application approval. If any electrical needs are not noted on this application or brought to UCI’s attention by May 8th, UCI reserves the right to cancel your application.
- **WATER NEEDS:** Note all water needs and for what purpose on the last page of this application. Vendors are responsible for providing their own hoses and containers for transporting water to their tent. Water will be provided at only one location. Special hook up directly to the one water source may be possible for vendors that need constant water supply for their product but these special requests must be approved by UCI prior to application approval. Please note there will be an additional fee of \$100 for the direct water source. The vendor will be required to provide necessary potable drinking water hoses and connections for this service and this special need will determine the site location. **Please note that you are responsible for bringing your own ice to the event.**
- **PARKING:** Vendor cars can park at the VA Hospital Parking Garage day of event. If you have a box truck you must notify UCI at the meeting so that parking can be arranged in advanced and you will be responsible for any fees associated with parking. If you need overnight parking, you will be responsible for any fees associated with parking overnight. **OVERNIGHT PARKING ON WADE OVAL IS NOT ALLOWED, AND VEHICLES WILL BE TOWED IF LEFT ON WADE OVAL. PARKING IS NOT AVAILABLE IN UCI’S PARKING LOT ON DAY OF EVENT. ALL VENDOR CARS AND BOX TRUCKS MUST BE PARKED BEFORE 9:00AM THE DAY OF THE EVENT DUE TO ROAD CLOSURES.**
- **WASTE & RECYCLING:** UCI contracts with a waste removal contractor for the event. Waste and recycling receptacles will be conveniently placed in the public and service areas around the vendors. Vendors are expected to place their waste and recyclables in the proper receptacles in the service area (behind their tent). Recyclables consist of plastics marked 1-7, metals, paper, and clean cardboard. UCI’s waste contractor will collect both waste and recyclables during and after the event. **Vendors using charcoal or other hazardous materials must be sure that the items are disposed of properly or UCI will contact the City of Cleveland Fire Department to handle the situation directly.**
- **FOOD TICKETS:** **All food vendors must accept UCI Staff & Sponsor Food Tickets.** UCI distributes a limited number of food tickets for its staff and event sponsors. A sample of the tickets will be shown to you prior to the event. Only those tickets shown to you will be honored for reimbursement. Tickets will be collected and tallied at the end of the event. Each ticket is worth \$5. Individuals presenting the ticket are responsible for any difference in the cost of the food. Vendors are not asked to give change for food costing less than the value of the ticket. UCI will issue a

check for the number of redeemed tickets, which will be mailed to the vendors after the event. By signing this application, vendors are obligated to accept the food tickets.

- **SAFETY & EXPECTATIONS:** UCI expects vendors to follow all rules stated in the application and as it relates to food and fire safety. UCI expects proper handling and disposal of hazardous equipment such as propane and charcoal. Your space should be kept looking clean and professional. Trash and recycling should be handled and disposed of properly. Parade the Circle is a public event with large attendee numbers. Please do not leave equipment unattended. Cash boxes, tip jars, payment devices, etc. should be secured at all times. Any vendor not following instructions from UCI staff or University Circle Police may be asked to leave.
- **CANCELLATION POLICY:** Once a vendor's participation has been confirmed by UCI, there is no refund. In the event of inclement weather or the event is cancelled day-of, there are no refunds. If severe weather or event cancellation should occur, vendors can make the decision to set up and sell since the tents will be set up prior to the event day.
- **REPORTING:** UCI will be asking vendors to provide event sales/season sales. Although this is not mandatory, it will help UCI measure the economic impact of our events and help us ensure the future continuation of our events.

Once you have reviewed the application, please sign and date below:

PRINT: _____

SIGNATURE: _____

DATE: _____

Applications with payment and certificate of insurance are due by April 12, 2019.
Please send to: University Circle Inc. 10831 Magnolia Drive, Cleveland, OH 44106. Attn: Sheila Obrycki

UCI requires a hard copy of the completed application when submitting payment. If vendors just send in payment without a completed application, errors can be made and UCI is not liable.

ITEMS BEING SOLD & PRICE PER ITEM:

SETUP (Draw & Describe) LIST ALL ITEMS THAT YOU ARE BRINGING ON TO WADE OVAL:

ELECTRICAL NEEDS: List all items that require electricity and how much electricity you need to operate the equipment:

WATER NEEDS: (if direct hook up is required there is an additional fee of \$100)