



**2019 WOW! Wade Oval Wednesdays
Food Vendor Application**

ALL APPLICATIONS AND DEPOSITS ARE DUE IN FULL BY APRIL 12, 2019

Please note that there are limited vendor spaces available. When spaces are filled, we will no longer accept applications and that may happen prior to April 12, 2019.

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:			

Timeline:

January 21:	Application posted
April 12:	Application and \$170 deposit due to UCI
April 12-May 3:	Notifications sent to vendors for approved dates
May 31, 10:00am:	Mandatory vendor meeting at UCI Office for all new vendors
May 31:	All payments, permits, and insurance due to UCI

Applications are placed in order as they come in and are only considered if the application is completed and submitted with a \$170 deposit. Your deposit will be contributed to your overall vendor payment. **You are NOT guaranteed the dates you select!** UCI will contact you by May 3 to let you know what dates you are confirmed for and what balance is due to UCI. Please provide valid phone numbers, email addresses, and mailing addresses. If UCI is unable to contact you, we reserve the right to cancel your application. If vendors just send in payment without a completed application, errors can be made and UCI is not liable.

Vendors are only allowed to sell food & non-alcoholic beverages at the event. **Food cannot be prepacked or store bought items that are resold.** Canned & bottled sodas, juices, water, tea and bags of snacks that are sold in addition to homemade food are acceptable. UCI reserves the right to cancel your application if the food items and tent set up do not meet event standards.

Weekly vendor fee: \$170

Includes one 10ft x 10ft. tent, one 8ft. table, 1 chair, and setup/takedown of all equipment. Each additional table is \$10 and each additional chair is \$5 and must be requested by noon on the Friday before the event. **Food trucks will be**

assigned designated space to park their vehicles instead of the tent set up. If you would like to be an exclusive vendor, please contact 216-707-5084. Note that vendors will be considered in the order they ask and there will be an additional fee of \$170 per week to be an exclusive vendor.

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. **Insurance is due by May 31** or you may forfeit your concert dates and/or vendor fees.

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. WOW! 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.

SET UP & SIGNAGE: **All vendors need to be set up and ready to go by 5:30 p.m. each Wednesday.** No cars, trucks, or vans will be allowed on Wade Oval after **5:30 p.m.** Vehicles left on the Oval after this time will be ticketed and fined. UCI has the right to cancel your participation or future participation if you are not ready by 5:30 p.m. All WOW! Concerts start at 6 p.m. and end by 9 p.m. (the final two concerts of the season may end earlier due to earlier sunset). Please note that we may have movies over the course of the summer that will start at 9 p.m. and end by 11 p.m. All vendors are welcome to stay during the movie but UCI cannot provide any lights or additional equipment for you after 9 p.m.

All vendor tents will be uniform and set up according to UCI's specifications. All vendors are responsible for their own signage, which can be hung from the table or from the inside of the tent. UCI reserves the right to decide what signage and promotional items are appropriate for the event. **Vendors may be asked to provide pictures and images of vendor setup & signage prior to being approved.**

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 a copy at The Department of Health located at 1925 St. Clair Avenue. All vendors using propane or other hazardous materials need to have a Hazardous Materials permit through the City of Cleveland Fire Department prior to the event. **Permits are due by May 31** or you may forfeit your concert dates and/or vendor fees.

UCI does not handle the Hazardous Materials permit for WOW! Food Vendors.

Health & Food Permits can be found at:

http://www.clevelandhealth.org/network/environment/food_safety.php

City of Cleveland Fire Permits can be found at:

www.cityofcleveland.oh.us/CityofCleveland/Home/FormsPublication

CANCELLATION POLICY: No refunds will be given for inclement weather. UCI will decide if the event needs to be cancelled due to the public's safety. In the event of inclement weather, vendors can decide for themselves if they would like to set up whether or not there will be a concert. **They must notify UCI of this by 9:00am on the morning of the concert.** UCI cannot guarantee that any cancelled concerts will be rescheduled. No refunds will be given if you cannot attend one of your scheduled dates since UCI has to order the equipment in advance and it is set up the morning of the event.

ELECTRICAL NEEDS: Note all electrical needs on the last page of this application. Please list exactly what equipment you plan on bringing 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. These receptacles will be specified and approved by UCI's electrician prior to application approval. If any electrical needs are not noted on this application, UCI reserves the right to cancel your application.

WATER NEEDS: Please note all water needs and for what purpose on the last page of this application. Vendors are responsible for providing their own hoses and bringing containers for transporting water to their site. **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. These special water needs must be approved by UCI prior to the event and there will be an additional fee of \$30 per event for the direct water supply. The vendor will be required to provide necessary potable drinking water hoses and connections for this service.

WASTE & RECYCLING: UCI contracts with a waste removal contractor for the entire season. Waste and recycling receptacles will be conveniently placed in the public and service areas around the vendor area. 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 reserves the right to contact the City of Cleveland Fire Department to handle the situation directly. UCI prefers all vendors use sustainable or recyclable materials. **On June 19, UCI is hosting a reduced waste WOW! and vendors may be instructed to use sustainable products for this event.**

PARKING: All vendors are responsible for finding their own parking, inclusive of both cars and box trucks. UCI will not be held responsible for any tickets or citations incurred from illegal parking, including vehicles parked on the Oval past 5:30 p.m. **PARKING IS NOT AVAILABLE IN UCI'S OFFICE PARKING LOT. Any special parking requests need to be addressed prior to the event.**

FOOD TICKETS: All food vendors must accept UCI's food tickets. UCI prints and distributes food tickets for its staff members 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 each WOW concert. 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 within 20 days of the last WOW! concert.** Please note the address of where you would like the check mailed to on page 1 of this application. **By submitting this application, vendors are obligated to accept the food tickets.**

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.

Please mark the dates that you would like to participate (no WOW! on July 3):

- June 12 June 19 June 26 (fireworks) July 10 July 17 (movie)
 July 24 July 31 August 7 (movie) August 14 (end at 8p) August 21 (end at 8p)

Please note that UCI will let you know what dates you have been accepted for by May 3. Please do not assume you are approved for each night that you mark.

Please sign and date the application:

Print Name: _____ Signature: _____

Date: _____

SUBMISSION: Send or drop off completed applications and \$170 deposit to:

University Circle Inc.
Attn: David Robinson
10831 Magnolia Drive
Cleveland, OH 44106

(Application continued on page 4.)

MENU

Please list all items you plan to sell as well as their price. Food cannot be prepacked, store bought items that are resold. UCI reserves the right to cancel your application if the food items and tent set up do not meet event standards.

SETUP

Please draw and describe your setup under the tent. List all equipment items you would like to set up at your tent. If you are a **food truck or food trailer**, please provide the dimensions of your truck/trailer.

ELECTRICAL NEEDS

List all items that require electricity and how much electricity you need to operate the equipment.

WATER NEEDS

List what water needs you have and any special requests related to water. There is a \$30 fee for a direct hook up per event, vendor needs prior approval, and payment must be received by May 31 for this request.