



## 2018 St Patrick's Day Parade Vendor Application (Food & Merchandise)

**Please print clearly or type.**

### General Info

Name of Organization: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Person to be in Attendance at Parade: \_\_\_\_\_

Corporate/Federal Tax ID Number: \_\_\_\_\_

Do you reside in the City of Harrisburg? (working or owning property does not apply)    Yes    No

If yes, please list full residential address:

\_\_\_\_\_

Vendor Permit Fee: \$200

Checks are to be made payable to Harrisburg Downtown Improvement District or HDID

Please list your costs of items being sold.

Food Items or Merchandise as it applies to you.

Price of Item

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_



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Is your stand a (circle one):

Tent            Trailer            Roving Cart

Please list the size of your stand: Height/Length/Width \_\_\_\_\_

Application Checklist:

\_\_\_\_\_ Complete Application & Signed

\_\_\_\_\_ Vendor Permit Fee Payment

\_\_\_\_\_ Copy of Mercantile License Issued by City of Harrisburg & Copy of Health License (if selling food)

\_\_\_\_\_ Photo of Stand

Applicant Signature (I have read the rules and regulations and agree to comply):

\_\_\_\_\_ Date: \_\_\_\_\_

Application Mailing Address:

Harrisburg St Patrick's Day Parade  
Harrisburg Downtown Improvement District  
22 N. 2nd Street  
Harrisburg, PA 17101

Questions? Contact Todd Vander Woude at [Todd@HarrisbrugDID.com](mailto:Todd@HarrisbrugDID.com).

Full applications must be received by Friday, March 2, 2018.



## **2018 St Patrick's Day Parade Vendor Application (Food & Merchandise) Rules & Regulations**

The Harrisburg Downtown Improvement District is accepting proposals for product vendors during the Harrisburg St. Patrick's Day Parade, taking place on Sunday, March 18, in downtown Harrisburg. Only a small number of vendors will be accepted.

Proposals will be reviewed and vendors will be selected based on several criteria. Preference may be given to event sponsors, City businesses, uniqueness of product and the order in which proposals are received. All vendors must include a photo of your stand with your proposal. All proposals must be complete, you may not refer to information from past years.

### **Please Note:**

1. Submitting a proposal does not guarantee you a vendor space. A vendor permit is a privilege, not a right.
2. Having been accepted in past parades/festivals does not guarantee you a space, seniority or any special acceptance privileges.
3. Goods may only be sold during specific sale time (1 pm to 3 pm of Parade Day).
4. Vendors may submit applications for more than one vending space, but two applications must be submitted and offer different items for sale.
5. Vending Permits are not transferable by sale or trade. If a vendor sells or transfers title after being accepted, the letter of acceptance becomes null and void.
6. Vendors may only sell items listed on the application. New items may not be added after acceptance has been granted. Vendors must post prices for all items as listed in the application. Any vendor who does not post or who changes prices from those submitted will be removed from the parade around with no reimbursement of vendor fees.
7. Vendors who do not comply with this agreement will be penalized and no longer invited to submit proposals to future events.
8. Accepted vendors must have a valid Mercantile License, obtained through the City of Harrisburg. Obtaining a license does not guarantee acceptance as a parade vendor. If a vendor is selling food, a City of Harrisburg Health License must also be obtained. Licenses may be obtained by contacting Michael Hughes (MHughes@HarrisburgPA.gov or 717-255-6530).
9. Once accepted, vendors may not increase the size of their vending space, nor bring supply vehicles that require more space.

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Rules & Regulations Continued**

10. Leaving prior to the event conclusion: Vendors who have exhausted food supplies or are eager to travel, may not leave prior to the official end time, unless dismissed by the event coordinator. Vendors who do not adhere to event published vending times will not be permitted to submit proposals in the future.

11. Cancellation of parade due to the weather or emergencies: In the event of severe weather or a declared state of emergency results in the cancellation of parade activities, refunds will not be issued.

12. Notification of acceptance: You will be notified the status of your proposal after March 2nd application deadline. Vendor fees must be submitted to the HDID with application.

**Parade Schedule:**

**12 pm—Pre Parade Sales Begin**

**2 pm— Parade Begins**

**3:30 pm— Vendor Sales End**