

**2017 St. Patrick's Day Parade
Vendor Application
(Food & Merchandise)**



The Harrisburg Downtown Improvement District is accepting proposals for product vendors during the Harrisburg St. Patrick's Day Parade, taking place on Saturday, March 18, at 1 pm, 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. This is the first year of the HDID organizing the St. Patrick's Day Parade, all proposals must be complete, and you may not refer to information from past years, as HDID does not have any of that information.

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 (times are noted on the next page).
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@CityofHbg.com 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.

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 invited to submit proposals for future events.

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

12. Notification of acceptance: You will be notified of the status of your proposal after March 3, 2017. Vendor fees must be submitted to the city no later than a week after receipt of acceptance. After receipt of fee, no refund of vendor payments will be made to any vendor under any circumstances. All cancellations must be submitted in writing 7 days before the scheduled start of the event. Regardless of cancellation date, the vendor is still responsible for paying event fee for contracted amount.

Parade Schedule

11 am—Pre Parade Sales Begin

1 pm—Parade Begins

3 pm—Parade Sales End

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Please print clearly or type.

General Info

Name of Organization _____

Primary Contact Person: _____

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 for items being sold.

Food Items or Merchandise as it applies to you.

Price of Item

1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____

Is your stand a (circle one): Tent Trailer Roving Cart

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

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Application Checklist:

- Complete Application & Signed
- Vendor Permit Fee Payment
- Copy of Mercantile License Issued by City of Harrisburg and Copy of Health License (if selling food)
- Photo of Stand

Application Mailing Address:

Leigh Ann M. Urban
Harrisburg Downtown Improvement District
22 N. 2nd Street
Harrisburg, PA 17101

For questions regarding the St. Patrick's Day Parade or application, please contact Leigh Ann at 717.236.9762 ext 105 or via email at LeighAnn@HarrisburgDID.com.

Full applications must be received by Friday, March 3, 2017.