

2018

Qualified Vendor Program



riverfront  
SPOKANE

## **Riverfront Park Qualified Vendor Program**

The goal of the Qualified Vendor Program is to ensure Riverfront Park (RFP), event organizers and guests are connecting with the most reputable vendors possible. In addition, Riverfront Park aims to promote local businesses whom will provide the highest quality service and products at all park events.

All vendors wishing to operate in Riverfront Park must be an approved vendor. Once approved, the vendor will be placed on our “Qualified Vendor List” which is distributed to all prospective clients looking to host events, weddings, parties and group functions at Riverfront Park. By supplying this list, Riverfront Park provides assurance that the included vendors have been vetted to work in Spokane County, they hold an active business license, proper health permits where applicable, and required insurance. As part of the application process, it is necessary for all vendors to follow all rules and policies of the Qualified Vendor Program. All vendors are responsible for using Riverfront Park grounds and facilities in accordance with the criteria described in this document. Failure to abide by the criteria outlined in this document may result in removal from the Qualified Vendor Program.

In general, a Qualified Vendor in good standing will remain in active status based on the earliest expiration date as shown on the insurance certificate, health permit, business license, or other application document.

**All rules contained in this document may be modified at any time without notice.**

### **General rules of conduct for all vendors**

The following rules apply to all vendors regardless of the category of service or product delivered, including entertainment, equipment rentals, services, market and food.

1. The utmost care and caution must be used when working near flowerbeds, art installations, trees, water features, buildings and furniture. A perimeter of 5 feet is required around all trees for the staging of all equipment, chairs, tables, etc., and must remain at least 3 feet from works of art, flowerbeds and buildings throughout set-up and breakdown, as well as the duration of the event.
2. Vendors shall not dig, stake or otherwise penetrate the ground with any post, stick or rod or other object. RFP has an extensive network of irrigation, drain, water and electrical lines, as well as other infrastructure that could be damaged by such actions. The vendor will be responsible for the cost of repairs for any damage.

3. In the event of any part of RFP or park property is jeopardized or damaged, or any other potential problems arise, vendors are expected to contact an RFP representative, Park Ranger, or the Event Coordinator immediately.

4. Know the location of all restrooms and emergency exits.

5. Glass (bottles, glassware, etc.) shall NOT be distributed to the public or guests at Riverfront Park.

6. Vendor is responsible for providing their own pop-up tent or booth. Each tent must be weighted immediately upon set up with sufficient weight (25 lbs.) on each leg to prevent movement by any wind.

7. Vendor is required to post adequate signage with business name clearly displayed. Vendors will post the prices of their products. All vendors are required to collect, report, and pay all applicable sales tax.

8. Signs, flyers, posters, etc. are not allowed to be nailed, stapled, bungee corded, or otherwise attached to any park structure natural or man-made.

9. Limited electricity (110 AC) is available at RFP often resulting in an electrical contractor providing the necessary power for events. Vendors utilizing electricity must bring their own extension cords, black cord covers, and follow directions of RFP staff during set up.

10. Vendor agrees to behave in a professional manner, or may be dismissed from RFP grounds without a refund. Vendors shall refrain from use of profanity and derogatory language. Vendor staff must be professional in both appearance and attitude. Vendors shall not eat or drink in front of guests. Consuming alcoholic beverages by vendors while serving the public or outside of a designated alcohol service area is strictly forbidden. In addition, the City of Spokane's Tobacco-Free Park Zones policy establishes tobacco free zones at large events and bans smoking/vaping in the public, outdoor-seating areas.

11. Vendor solely assumes all risk and liability associated with an outdoor event, including theft and inclement weather of any type. In the event of extreme weather, RFP has the authority to cancel the event.

12. Upon leaving the park, vendor is required to remove all trash or be disposed of in a prearranged event receptacle. Vendor trash may not be disposed of in the public trash cans. At the conclusion of the event during break-down and cleanup, but before leaving the park, the vendor may be required to perform a walk-through of the site with a RFP Event representative.

13. Vendor is required to follow the instruction of RFP staff during booth set up and removal; including load in/out times, site location, and assigned vehicle routes. Vendor agrees that RFP /Licensee staff determines booth locations. Booth locations and fees are non-transferable and non-refundable. Approved vendors will receive details on load-in/out, parking and site map with booth location 2-5 business days prior to event.

14. Vendors must operate all hours of the event and may not leave prior to closure of the event. Roaming the site or selling from multiple locations within RFP, without prior approval is not permitted and may result in removal from the event without refund.

15. The use of generators is discouraged at RFP in order to minimize excess noise. If site placement requires the use of a generator, this must be preapproved by RFP. If approved by RFP, the generator may require an inspection to acquire a permit to operate on park grounds. Refer to SMC 08.02.0323. <https://my.spokanecity.org/smc/?Section=08.02.032>

16. Parking fees are not covered by RFP. Please encourage all staff to carpool whenever possible. There are a variety of surface lots in the area, as well as on street parking.

17. Vehicles are permitted in RFP on a limited basis only. All vehicles must be registered under the QVP. It is imperative that all vendors accessing the Park adhere to the following VEHICLE ACCESS GUIDELINES to ensure safety of all patrons, guests, and RFP property.

- a. Load in and load out must take place in accordance to the pre-arranged schedule, routes, and procedures provided in advance by RFP/Licensee. Failure to arrive at the appointed time may result in a loss of vehicular access. Please note special permission must be granted for any use of the service alley or loading/unloading from the surrounding city streets.
- b. Vehicles are allowed on Park property during loading and unloading only. Immediately upon unloading or loading the vendor is required to remove the vehicle from RFP pathways and away from the event location. Vehicles that remain on site after unloading may be subject to parking citations.
- c. When on RFP property, all vehicles must drive on designated pathways only. Vehicle traffic on any grassed areas is strictly forbidden. All vehicles are subject to fines and fees up to and including civil infractions. Refer to SMC 10.10.040. <https://my.spokanecity.org/smc/?Section=10.10.040>
- d. Maximum speed limit within RFP is 5 mph. Vehicles must give right of way to pedestrians and flashers must remain on. Operators and passengers must be wearing seat belts at all times.

- e. Vehicles must be registered with the Department of Licensing and provide proof of insurance. Vehicles must be in good repair, and operated by a licensed driver. Any damage done by a vendor vehicle, including oil or fluid leaks, will result in a damage fee to the vendor.
- f. Only QVP registered vehicles are allowed in the park. Please submit a Vehicle Access Application for each vehicle needed.
- g. Operators are responsible for vehicles, and all personal belongings left inside all vehicles. RFP is not responsible for any vehicles nor their contents while in RFP.

18. The City of Spokane requires insurance for all licensees, contractors and vendors. Without evidence of this coverage, no activity will be permitted on the grounds of RFP. Licensees, contractors and vendors can meet the City's insurance requirements by maintaining in force at its own expense, the following insurance coverage:

- Workers' Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers. Refer to <http://apps.leg.wa.gov/RCW/default.aspx?cite=51.12.020>
- General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. It shall provide that the City, its agents, officers and employees are Additional Insured but only with respect to the vendor's services to be provided.
- Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.
- Certificate holder must be listed as:

City of Spokane  
808 W. Spokane Falls Blvd.  
Spokane WA, 99201

19. The City of Spokane is not responsible for any loss or damage of supplies, equipment or any other property, which is under the sole care and control of the vendor.

## Food Vendors

Food vendors are defined as a person or company providing food and drink at a social event or other gathering which includes caterers, ready-to-eat food booths, and food trucks.

1. All booths, trucks, or catering setups must have a clean and professional appearance, with all equipment hidden from view of the public. Folding screens provided by the food vendor or rented from an outside vendor may be required in certain areas to hide food preparation areas from the public. Any banners, tents or canopies, skirting, etc., are required to be clean and free from stains or damage. Vendor staff must be professional in both appearance and attitude.

2. Food vendors are responsible for all materials brought into RFP, food preparation, cleanup during and after the event, and breakdown immediately following event closure. All supplies and equipment must be removed from RFP immediately following the event. The City of Spokane is not responsible for any loss or damage of supplies, equipment or any other property, which is under the sole care and control of the food establishment.

3. Removal of leftover ice, foodstuff, grease or oil, catering trash, etc. is the sole responsibility of the vendor. The vendor must remove all food trash from RFP, unless the event coordinator has provided alternative arrangements for a cleanup vendor to bag and cart trash to a prearranged location. RFP does NOT have trash facilities or dumpsters exclusively for food trash disposables. Trash must be doubled bagged, not overloaded, and may not be excessively heavy to prevent tearing and dripping. Trash cans and liners are to be provided by the food vendor, unless otherwise arranged by the event coordinator.

4. For a catered event, a diagram of the set-up for seating, buffets, equipment, decorations, etc., must be submitted to the RFP/Licensee Event Manager for pre-approval at least fourteen (14) days prior to the event.

5. All menus must be clearly marked as to price and product description. RFP staff has final determination on types of food allowed at each event.

6. All city, county and state health regulations must be followed. Food Vendors must provide adequate facilities to keep hot and cold foods at prescribed temperatures, as per the Spokane Regional Health District.

7. Riverfront Park has an exclusive contract with Pepsi Co. to sell only Pepsi Co licensed products. Vendors who desire to sell beverages such as pop, juices, energy drinks, sports drinks and water, in addition to their products, are required to purchase all Pepsi products from Riverfront Park for \$2 per 20-ounce bottle to be sold for \$3. Beverages excluded from this requirement: alcoholic beverages, custom beverages or instances where Pepsi does not sell a similar product.

8. Spokane Fire Department requirements for the use of propane tanks, generators, and grills must be adhered to at all times. All necessary inspections and permits must be up to date at

the time of the event. Vendors who require the use of propane tanks, generators, and grills must state so on the application.

- For Reference:  
<https://my.spokanecity.org/fire/prevention/permits>  
(509) 625-7041

9. All food vendors must have a valid permit to operate from Spokane Regional Health District, and recent Health Inspection Reports on file with Riverfront Park.

- Caterers and food trucks from other counties or states also need to be permitted by Spokane Regional Health District in order to operate in Spokane County. Caterers and food trucks are required to go through plan review, pre-operational inspections, as well as routine inspections.  
For Reference: <https://srhd.org/>
- Temporary food vendors, such as food booths or other food purveyors that participate in park events only, reference:  
<https://srhd.org/cards-permits-inspections/temporary-food-establishment-permit-application/step-1>

10. Riverfront Park does not issue liquor licenses. In order to serve alcohol at a private event within RFP, a vendor must have a Caterers Permit issued by the Washington State Liquor and Cannabis Board (WSLCB). For vendors to serve beer and/or wine under a Caterers Permit RFP must convey this prior authorization in writing. In all cases, bartenders must be Mandatory Alcohol Server Training (MAST) certified.

- **REMEMBER:** Anyone who serves an alcoholic beverage to an intoxicated person or minor can be held personally liable under state tort law for the acts of an intoxicated individual.
- For permit information see:

## Market Vendors

1. All booths must have a clean and professional appearance. Any banners, tents, canopies, skirting, etc. are required to be clean and free from stains or damage. Vendor staff must be professional in both appearance and attitude.
2. Market vendors are responsible for all materials brought into RFP. Vendors are responsible for cleanup during and after the event, and breakdown their booth immediately following event closure. All supplies and equipment must be removed from RFP immediately following the event. The City of Spokane is not responsible for any loss or damage of supplies, equipment or any other property, which is under the sole care and control of the vendor.

3. All city, county and state business regulations must be followed. A copy of the business license must be provided to RFP.
4. Market vendors must provide their own tables, extension cords, cord covers and follow directions of RFP staff during set up and tear down.

## **THE EVENT COORDINATION PROCESS**

### **Riverfront Park Event:**

#### ***Events planned and managed by Riverfront Park Staff.***

1. Email invitation sent out to Qualified Vendors from Riverfront Park staff.
2. Vendors must confirm no later than 21 days prior to the event. Vendors must have all required submittals and fees before the event. Booth fees and charges range from \$100 to \$350 depending upon the expected attendance of the event. Please send fees to:

Riverfront Park  
Vendor Fees  
507 N Howard St.  
Spokane, WA 99201

3. Vendors will receive an Event Information Sheet from Riverfront Park 2-5 days prior to the Event which will include:
  - a. Site map with assigned booth location;
  - b. Load in/load out details and route; and
  - c. All event specific information, including waste management plan.

### **Licensee Event:**

#### ***An event brought to the park by an outside organizer/licensee.***

1. Vendors are contacted by Event Planner
2. Participation fees are determined by the Event Planner (no fees paid directly to RFP).
3. Vendors will receive an Event Information Sheet from the event organizer 2-5 days prior to the event which will include:
  - a. Site map with assigned booth location;
  - b. Load in/Load out details and route; and
  - c. All event specific information, including waste management plan

## **FAILURE TO COMPLY**



Violations of the Qualified Vendor Program may result in disciplinary action, including written warnings, suspension or termination from the program at the sole discretion of Riverfront Park. Vendors retain the right to appeal any actions by Riverfront Park to the City of Spokane Parks and Recreation Department.

### **APPLICATION PROCESS CHECKLIST**

Any business interested in conducting business within Riverfront park must complete and submit a Qualified Vendor Program Application, along with the necessary documents listed below, to begin the approval process. Send all documentation to [parksvendors@spokanecity.org](mailto:parksvendors@spokanecity.org). Allow up to seven (7) business days to process.

1. Completed Application
2. Completed Vehicle Access Application listing all vehicles associated with the vendor (if vehicle access will be required)
3. Attach Certificate of Insurance showing General Liability, Auto Liability, and Workers' Comp as applicable
4. Color photo of typical set-up of booth, truck/trailer or service
5. Attach SRHD Health Inspection Report (for all food vendors)
6. Attach Permit to Operate from SRHD (for all food vendors)
7. Copy of current menu/ fees list with pricing (if applicable)
8. Catering liquor permit (if applicable)



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## Qualified Vendor Program Application

A red asterisk denotes a required field.

- Contact Name \* First  Last
- Business Name \*
- Cell Phone Number \*
- Business Phone Number, if any
- Email \*
- Website
- Mailing Address \*

Street Address

Address Line 2

City

State

Zip Code

- Vendor Category (booth fees vary) \*

Food (tent/canopy)  Food Truck/Trailer  Caterer  Entertainment

Services (Electrical, rentals, etc)  Corporate Sampling  Other

- Vendor Category Other

- Vehicle/Tent Height \*

- Vehicle/Tent Width \*

- Vehicle/Tent Length \*

- Desired size of space needed

- Minimum size of space needed

- What is your power supply? (check all that apply) \*

110 AC

220 AC

Other

- Equipment \*

Propane

Generator

Open Grill

- Washington Business License (REQUIRED FOR ANY SALES) \*

Expiration Date

- Product/Menu or Service Description: (please be specific) \*

- Other special requirements (set up time, utility needs, etc)

- Please list other venues/events you have participated in as a vendor:

**TERMS OF AGREEMENT:** By signing this application, I agree that I have read and agreed to the Qualified Vendor Program Rules and accept responsibility as outlined. I understand that the Staff of Riverfront Park and the City of Spokane will be held harmless for actions arising out of the use of the park's premises.

\*  Yes

\*Signature \_\_\_\_\_

**\*\*Note, the following items need to be scanned and submitted with the application to [parksvendors@spokanecity.org](mailto:parksvendors@spokanecity.org) in order to be considered for the program:**

1. Completed Application
2. Completed Vehicle Access Application (if vehicle access will be required)
3. Attach Certificate of Insurance showing General Liability, Auto Liability, and Worker's Comp as applicable
4. Color photo of typical set-up of booth, truck/trailer, or service
5. Attach SRHD Health Inspection Report (for all food vendors)
6. Attach Permit to Operate from SRHD (for all food vendors)
7. Copy of current menu/ fees list with pricing (if applicable)
8. Catering liquor permit (if applicable)

# VEHICLE ACCESS APPLICATION

NAME:  PHONE:

STREET ADDRESS:

CITY:  STATE:  ZIP:

## VEHICLE INFORMATION

MAKE/MODEL:  COLOR:  YEAR:

LICENSE PLATE NUMBER:  STATE:

DRIVER'S LICENSE NUMBER & STATE ISSUED:

EMAIL ADDRESS:

I VERIFY THAT THE ABOVE INFORMATION IS CORRECT, AND I AGREE TO ABIDE BY THE GUIDELINES FOR VEHICLE ACCESS AND PARK RULES DESCRIBED IN THE VEHICLE ACCESS GUIDELINES. I UNDERSTAND THAT VIOLATION OF THESE GUIDELINES AND RULES COULD RESULT IN IMMEDIATE REMOVAL FROM THE PARK AND FORFEITING OF THE EVENT SECURITY DEPOSIT.

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LICENSEE SIGNATURE

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DATE