



# 2022 PUERTO RICAN DAY PARADE

Sunday, September 25, 2022 • 10AM  
Benjamin Franklin Parkway

## FOOD VENDOR APPLICATION • September 16, 2022

Company/Organization: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

### PARTICIPATION FEES:

**Food Trucks Only - \$500**

#### **A DEPOSIT OF \$250.00 IS REQUIRED AT TIME OF SUBMISSION TO SECURE SPACE. NO EXCEPTIONS!**

Food Vendors are required to submit several documents in order to participate in the Parade. These documents are state and federal mandates for any food vendors that participate in the City of Philadelphia for an outdoor event. Please attach copies of all required documents with completed food vendor application:

- \_\_\_\_\_ **Completed Special Event Temporary Food Service Application (attached)**
- \_\_\_\_\_ **Valid Safe Service Certificate or Food Safety Certificate (vendor provides)**
- \_\_\_\_\_ **Business Privilege License or Commercial Activity License (vendor provides, 3702, 3112, or 3121)\***

*\* Independent Food Vendors from out of state will need to register for their Tax ID (free) and Business Income Tax ID (one time fee \$50) in order to establish their Commercial Activity License for PA. These applications are solely the vendor's responsibility. Concilio will not assume the cost for any tax liabilities or protocols that are part of a vendor's normal business operations and responsibilities required to conduct business in the state of Pennsylvania.*

### ADDITIONAL FEES (OPTIONAL):

Weekend parking passes must be purchased by Vendor – Concilio will not purchase nor be responsible to purchase parking passes. The Vendor may purchase parking passes in advance by visiting: <http://www.delawareriverwaterfront.com/parking>.

**\*\*NOTICE:** Ads must be received by due date to be included in the program booklet. Artwork for ads must meet required specifications to be included; please refer to Program Ad Book Reservation Form for specifications. Concilio reserves the right to exclude any ad not received on time for publication.

Include a short description of your business/organization:

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Please describe in what you will be selling or distributing during the 2022 Parade:

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## SET UP INFORMATION

**WHEN YOU ARRIVE:** Go immediately to the Registration Booth to check-in. There, you will receive information as it pertains to your space assignment. Staff and Volunteers will be available to assist you with any questions you may have.

**LOCATION:** The Parade takes place at Benjamin Franklin Parkway. All Vendors must check in at Registration in order to receive logistics information.

**TIME:** Set-up/load in time begins at 10 am until 12 noon. On-site Inspection occurs from 1 pm – 2 pm. No operations or set up is allowed during inspection. Vendors who arrive after 1 pm will not be allowed to enter the premises until inspection has been completed.

**PARKING:** Vendors are responsible for their own parking fees.

**SPACE ASSIGNMENTS:** Kiosk space is limited to available electricity and designated food vending areas. No space/location or assignment is guaranteed. Concilio reserves the right to assign space at their discretion in the best interest of their liabilities and contract obligations..

### General Vendor Guidelines (in accordance with Benjamin Franklin Parkway Facilities Agreement):

- Concilio and DRWC reserves the right to eject vendors not in compliance with guidelines.
- Vendors have the opportunity to sell culturally relevant items that compliment the Parade atmosphere. Vendors will refrain from selling illegal and/or counterfeit items, including mixed tapes and/or CDs. No refunds if found on the premises for illegal sales.
- Vendors will refrain from selling items that are profane or offensive.
- **Sale of tobacco, alcohol, and illegal substances (and paraphilia) are strictly prohibited. No refunds if ejected from the premises for illegal sales.**
- Vendors will refrain from selling items that cause excess litter and damage to Benjamin Franklin Parkway property, such as (but not limited to) air horns, confetti, fireworks, and silly string.
- Vendors with music must keep their music at a volume that does not interfere with neighboring vendors, and must not disrupt the event overall.
- Vendors must not wander the property distributing any promotional materials.
- Vendors must utilize the rental space as provided, and not exceed their footprint for that area.

**For questions or additional information please contact:**

*Marketing Specialist/Event Coordinator*

P: (215) 627-3100 Email: concilioculturalevents@elconcilio.net



## Festival Vendor Guidelines

### A. VENDOR SETUP/VENDOR BREAK-DOWN

1. All Vendors are to use the Great Plaza Walnut East parking lot entrance only, as the load-in location.
2. Parade Vendors must be as self sufficient as possible. All carts or dollies must be manually operated. Vendors will not be permitted to use motorized carts or vehicles on Benjamin Franklin Parkway outside of designated parking areas. Concilio is not under any obligation to provide assistance to Parade vendors. No Parade vendor will be allowed to set-up without the presence of an authorized Concilio staff. Registration and set-up time will be from 10:00 a.m. to 12:00 p.m. on both days. No one will be allowed to register after 12:00 p.m.
3. **Parade vendors must begin to dismantle their operations and clean up your site no later than 7:00 p.m. Vendors must completely cease operations by 8:00 p.m. All vendors, crafters, sponsors must be off the Great Plaza by 10:00 p.m. Vendors will be responsible for any staff overtime charges incurred as a result of not ceasing operations at the scheduled conclusion time.**
4. All food vendors must have an approved all-purpose fire extinguisher on site. Extinguishers must be approved for oil fire as well as ordinary combustibles fires, (A) & (B) Rating.
5. Electric generators are not permitted to be used on Benjamin Franklin Parkway property.

### B. VENDING GUIDELINES

1. Food Vendors must display price list for all food items at "Puerto Rican Day Parade"
2. Vendors will refrain from selling items that will cause excess litter and or cause damage to Benjamin Franklin Parkway. Those items include confetti, silly string, snap pops, fireworks, etc.
3. Vendors will refrain from selling items that are not indigenous to or representative of Latino culture, i.e. sport equipment, house wares, watches, sunglasses, generic clothing items which are not culturally relevant or related to the theme of the event.
4. Vendors will refrain from selling items which violate copyrights or trade marks, or items which are of a carnival-like nature, such as, games of chance, mixed tapes or CD compilations, etc.
5. All vendors must comply with all City, State, County and Federal regulations. Additionally, all vendors must have on their person, all necessary documentation to prove their compliance with those regulations.
6. All vendor uniforms and storage areas must be kept neat and presentable at all times.
7. All vendor booths must be ready for business at least one (1) hour prior to the start of the event.
8. All vendor locations must be kept neat and presentable at all times. Vendors must continuously clean booths throughout the event. It is suggested that all food vendors bring their own equipment, e.g., brooms, to maintain the cleanliness of their location. Cardboard boxes should be broken down and stacked next to the trash receptacles. All items must be stored inside the assigned booth while in operation. All food vendors must have cardboard or wooden floor coverings under all areas where food is cooked and served.
9. No glass bottled beverages will be allowed on Benjamin Franklin Parkway grounds at any time. All beverages must be served to the public in aluminum cans or in paper or plastic cups.
10. All items must be stored inside the assigned space while in operation.
11. Vendors must sell or promote their products at their designated spaces only and will not be permitted to solicit customers at other plaza locations. Vendors may solicit a written permit to hang signs on other locations.
12. All food vendors must have current Health Department, business privilege license, and L&I certification, to be presented when asked by a Concilio, Benjamin Franklin Parkway or City of Philadelphia official.
13. All food vendors must actively follow all prescribed guidelines for handling, preparation, sale and storage of their food items.
14. Vendors must refrain from selling any items on the Core Vendors Food(s) List. These are:

**Food:** Chicken wings, hot dogs, hamburgers/cheeseburgers, steaks/cheese teaks, French fries, funnel cakes, fish or crab cakes, chicken fingers, fruit salad, and pretzels (for complete list speak to coordinator for details)

**Beverages:** Smoothies, iced tea, lemonade, water (*not including Dasani*), American-brand sodas, Italian water ice, Irish ice

15. **The sale of alcoholic beverages, items containing tobacco (e.g., cigarettes, cigars, chew, etc.), illegal substances, and illegal substance paraphernalia is strictly prohibited.**

### **C. REQUIREMENTS FOR TEMPORARY FOOD SERVICE OPERATIONS**

1. Food Protection -Potentially hazardous foods must come from approved licensed facilities or be prepared on-site, subject to Health Department approval. All food items must be properly protected from contamination at all times.
2. All booths/food service areas must have overhead protection such as a canopy, tarp, tent, etc. Side protection/barriers or booth enclosure must be provided to prevent contamination hazards from weather or other conditions.
3. All cooking, heating, and hot holding equipment such as chafing pans and hot plates must be located away from the public for safety or be provided with an approved physical barrier and proper sneeze guard protection. All foods that are unwrapped and on display or are subject to customer contamination during preparation or cooking must also be properly protected. The sneeze guard or physical barrier design and construction materials must be included with the submitted application.
4. Condiments for patron self service must be dispensed from an approved dispensing unit, or be prepackaged single serve portions.
5. Equipment must be provided to keep all food, ice, and food related items stored off the ground at all times.
6. All food items must be transported, stored, and served using approved food grade containers, utensils, and equipment.
7. Temperature Requirements - All food items must be kept at proper temperatures at all times during transportation to the event site and during storage and display at the event.
8. Refrigerated (cold) perishable food items must be maintained at 41° F or below. Frozen foods must be maintained at 0° F or below. Hot foods must be maintained at 140° F or above.
9. An approved thermometer must be provided to monitor the temperature of all food items and proper cooking temperatures for foods must be checked using an approved accurate thermometer.
10. Hot foods prepared and cooled prior to the event must be cooled in an approved manner.
11. Prepared foods may only be used the same day is prepared.
12. Hygiene Requirements - Personnel must wear clean outer garments and must keep their hands clean at all times while engaged in handling food, drink, utensils or equipment.
13. Personnel must wear a suitable head covering or hair restraint to protect the food from contamination.
14. Hand washing facilities, equipment or stations will be provided with running water and set up and used by food handlers before food preparation work. The use of pre-packaged towelettes may be acceptable for operations not involving the preparation of food, only when prior approval has been obtained.
15. Connections to fire hydrants and other non potable water supplies for food preparation, equipment washing, and hand washing purposes is prohibited.
16. Ice - the use of block ice is not approved. All ice must be from an approved source, properly labeled with manufacturers name and address.
17. Refrigeration units (coolers, cans, bins) must be continuously self draining to an appropriate waste water holding unit.
18. Ice used in direct contact with food items, such as drinks, must not be used for any other purpose. Ice for beverages must be dispensed using a scoop or other approved means.
19. Cleanliness - All equipment, utensils, personnel, and area must be kept clean at all times.
20. Refuse containers must be provided for the operation and for patron use.
21. All equipment must be approved and designed for the type of use at the event function. The use of wood as a material for work tables or other uses where it is subject to food contact is prohibited.
22. Extra food handling utensils must be available if approved equipment washing facilities are not provided.
23. Provision must be made for the proper sanitization of all multi-use utensils. This will require that a three compartment sink or other means approved by this Department be available for use.
24. The area/booth must be maintained clean and thoroughly cleaned before vacating the site.
25. Food Vendors must bring containers for their liquid refuse (e.g., grease, oil, gravy, sauce, juice, etc.) and dispose of it off-site. In the event that Benjamin Franklin Parkway or Concilio determine that additional site cleaning will be required due to excess refuse and or grease, the Vendor will be financially responsible for all costs associated with the clean-up.

### **CONCILIO CONTACT INFORMATION:**

141 E. Hunting Park Avenue | Philadelphia, PA 19124  
p: (215) 627-3100; f: (215) 456-0732 |  
www.elconcilio.net

**PAYMENT INFORMATION\*:**

**Check Payment:** Enclosed is a check for my payment for the amount of \$\_\_\_\_\_.

Make checks payable to: "Concilio," memo line "Puerto Rican Day Parade 2022."

**PayPal Accepted:**

Use the following email: [oneyra.ortiz@elconcilio.net](mailto:oneyra.ortiz@elconcilio.net) (please attach copy of confirmation email)

**Credit Card Information:**

Please charge my credit card in the amount of \$\_\_\_\_\_.

Type of Credit Card:     Visa             Master Card             American Express             Discover

Name as it appears on card: \_\_\_\_\_

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_ Zip: \_\_\_\_\_

<b>For internal use only</b>	
Type: _____	Payment Rcvd (date): _____
Amount: _____	Additional Fee Rcvd: _____

**\*PAYMENT MUST BE INCLUDED WITH APPLICATION IN ORDER TO PARTICIPATE IN THE PARADE.**

**DAMAGE TO CONCILIO AND BENJAMIN FRANKLIN PARKWAY PROPERTY**

Vendors will be held liable for any and all damages or theft caused by them or their agents to any of Concilio's and PLC's property including the following: Tents, tables, chairs, landscaping, masonry, booths, fountains, stage sound and equipment, radio equipment, fixtures, and dressing rooms.

**AGREEMENT ACKNOWLEDGMENT**

**I hereby affirm that all the information I have provided is true to the best of my knowledge, and that I have read and understood all the regulations contained herein.** I also understand that any violation to the aforementioned regulations will render this agreement null and void. That any violation of this agreement will revoke your license and all privileges allowed to me through this agreement, not limited to the confiscation of goods and the risk of expulsion from the Parade.

*There will be no reimbursements of fees caused by expulsion, loss of business or for cancellation due to acts of nature, or extreme weather conditions.*

**\*\*Submission of this application does not guarantee a food vendor spot.**

**VENDOR SIGNATURE:**

Name of authorized Representative: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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

**ACKNOWLEDGMENT FROM CONCILIO:**

Name of authorized Representative: \_\_\_\_\_

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

Signature: \_\_\_\_\_

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