



PRESENTED BY: BELLEVUE COMMUNITY FOUNDATION

Bellevue Rocks Vendor Application

August 13th & 14th

Friday 4:00 pm 12:30 pm Saturday August 14th 4:00 pm- Sunday 12:30 am

American Heroes Park – Bellevue, Nebraska

Contact Info: Lisa (402) 293-3022 or lisa.rybar@bellevue.net

Thank you for inquiring about Bellevue Rocks 2021

Attached is the Application, city permit and an example of the Certificate of Liability of Insurance.

Please take a close look at the electrical options. Please make sure you choose the electrical options that suit your needs. If you have any questions, please call or email Lisa (contact information above.) This is to help make the setup, clean up and everything in between run as smooth as possible.

Also pay close attention to the set-up instructions. Your vehicle must be out of the Vendor area by 3:00 pm Friday. This will be enforced or consequences will occur. The rules are for everyone's safety.

The application includes all the additional items needed to be submitted with your application. Please send all the items with the application. It will again make things more efficient the closer we get to this event.

I have included a sample copy of the certificate of Liability insurance. We will need 2 certificates this year.

Please include one with the City of Bellevue 1500 Wall Street Bellevue, NE 68005 as the certificate holder and the other with the BCF/Bellevue Community Foundation Bellevue, 1500 Wall Street, NE 68005 as the certificate holder. There is an example attached. Please call Lisa with any questions.

Once again, we are looking for a very successful event!

Contact Info: Lisa

(402) 293-3022 or at lisa.rybar@bellevue.net



Bellevue Rocks Vendor (Craft & Food) Application

August 13th & 14th, 2021

Friday 4:00 pm-Saturday 12:30 am

Saturday 4:00 pm – Sunday Aug. 14th 12:30 am

Business Name & Contact Name (Please print)

Address

City

State

Zip Code

E-mail address

Best Available Phone #

BOOTH FEE \$8.00 per front footage _____ X \$8.00 = \$ _____
 After July 16, 2021 \$9.00 per foot

All booths will be 15' deep

CITY OF BELLEVUE

*Application for Event Participation (attached)
 (cost subject to change)

\$ 20.00

ELECTRIC HOOK-UP

120V –up to 40 amps \$75 _____

\$50 per add. 10amp _____

\$ _____

240V –up to 50 amps \$175 _____

\$50 per add. 10amp _____

\$ _____

Total Number of Amps you draw _____

If you have questions, please email

lisa.rybar@bellevue.net

\$ _____

TOTAL DUE

* Electrical service is available at almost all locations when requested & paid for by July 16th, 2021
EXTENSION CORDS/WATER HOSES NOT INCLUDED

Method of Payment

Check – Payable to
Bellevue Community Foundation

MasterCard

Visa

Credit Card #

Exp. date

Signature for Credit Card

No personal Generators allowed. You are required to use our power. Also, if you arrive and your power needs do not match the needs you requested, there will be an additional charge of \$100. If you have questions, please email lisa.rybar@bellevue.net

When you submit, **all** the following items must be submitted with your application:

- Completed & Signed BCF Application
- Completed & Signed City of Bellevue - Application for Event Participation
- Proof of Insurance
- Full Payment
- Food Vendors ONLY - State Permit/License

All of the above items must be submitted with your application.

Payment must be included with entry form to secure your booth. Application Deadline is July 16, 2021

Hold Harmless/Indemnification/Release/Waiver of Liability/Publicity: In consideration for participating in 2021 Festival, I hereby agree to indemnify and hold harmless Bellevue Community Foundation, the City of Bellevue and its employees, officers, directors, representatives, agents, volunteers, sponsors and advertisers from any claims, demands, causes of action, liability, judgments and/or damages or costs (including reasonable costs and attorneys' fees) arising out of or relating to my participation in Bellevue Rocks. I also agree to waive and release any and all rights and claims for damages I may have against the Bellevue Community Foundation and the City of Bellevue and its employees, representatives, agents, volunteers, sponsors and advertisers for any and all injuries I may suffer arising out of or relating to my participation in this event. In addition, I hereby grant full permission to the Greater Bellevue Community Foundation, its representatives, and agents to use any photographs, videotapes, motion pictures, recordings, and any other record of this event for any legitimate purpose.

Signature

Print Name

Date

Registration deadline July 16th 2021 to reserve a space for Bellevue Rocks 2021 Community Festival.

Send completed entry to Bellevue Community Foundation, 1500 Wall Street, Bellevue NE 68005 questions call 402.293-3022

No Refunds will be given after July 16, 2021. Refunds prior to July 16, 2021 will include a \$50.00 processing fee.

Cancellations must be submitted in writing.

Note: No un-authorized motorized vehicles will be permitted (golf carts, 4-wheelers etc.)

ALL VENDORS INFORMATION

★ APPLICATION DEADLINE IS July 16, 2021

All Vendors will be able to set up starting at 8 am Friday August 13, 2021 larger vehicles please plan to set up early Thursday evening until 7:00 pm. Each booth space will be assigned by a BCF Staff member. We will have Vendor Parking available for you. You will receive your Vendor parking at check-in.

The rules are for everyone's safety. If you are not out of the Vendor area by 3:00 pm Friday August 13th there will be a \$100 penalty and/or you will be asked to leave with no refunds.

- ★ **EACH VENDOR must have a City of Bellevue – Event Participation Permit under provisions of Ordinance No 441 (application form enclosed). The City of Bellevue – Application for Event Participation must be submitted with your Bellevue Rocks application to the Bellevue Community Foundation**
- ★ Vendors are accepted on a first-come, first-serve basis. Booth Space is very limited, so every vendor/product is selected by the committee/jury. Specific questions in reference to this policy should be directed to Lisa at 402-293-3023 or by email at Lisa.Rybar@bellevue.net
- ★ You are required to display your Event Participation Permit from the City of Bellevue and a copy of your insurance.
- ★ Booths are a plot of grass. You are responsible for your own tables, chairs, displays, canopies, extension cords, water etc. We need the EXACT dimensions of your layout. If you are not able to keep your display within your reserved area, you will be charged for additional space.
- ★ If you requested electricity and included that amount in your check and you are denied a booth with electricity, due to limitations, that amount will be refunded by the BCF committee via the U.S. postal service.
- ★ All Vendors are admitted at the discretion of the BCF Committee.
- ★ Prohibited Items: guns (toy, real, or otherwise), knives (toy, real, or otherwise), glass (no drinks served in glass bottles and if you are a craft vendor it will be to our discretion), alcohol-related products, ice, tobacco products, fireworks, snap pops, stink bombs, live animals, silly string, door-to-door or telephone solicitations, flyers.. This list is not all-inclusive. The BCF Committee Chair has the sole and exclusive right to add additional items to the list before or during the event.
- ★ Items not approved by the BCF Committee cannot be sold. You will be asked to remove the item(s) from your booth.
- ★ The City of Bellevue, and the Bellevue Community Foundation are expressly released from any loss, injury, or damage to persons or property.
- ★ If a vendor fails to comply with any of these guidelines, they will be dismissed from the event and all future festivals.
- ★ No location guarantees.
- ★ NO REFUNDS will be given due to inclement weather. The festival will go on as planned. Booths may not be sublet.
- ★ In order to be considered for the festival, your payment must accompany your application and be submitted to the Bellevue Community Foundation before the deadline. If we are unable to accommodate your menu selection, your application and check will be returned to you via US Mail.
- ★ A menu of food items must be included with your application. Duplication of menu items will be limited. Be prepared to exclude certain menu items due to menu limitations.
- ★ You must provide a copy of your Proof of Liability WITH YOUR application naming Bellevue Rocks, the City of Bellevue, and the Bellevue Community Foundation as additional insured on the policy. Proof of insurance should show: A) General Liability \$1,000,000 per occurrence, \$2,000,000 aggregate naming the City of Bellevue as additional insured and waiver of subrogation in favor of the City of Bellevue; B) Workers compensation – statutory limits; and C) Umbrella - \$1,000,000 (see sample attached) ALCOHOL AND ICE ARE NOT ALLOWED TO BE SOLD OR DISTRIBUTED FROM VENDOR BOOTH.
- ★ Ice will be available upon request, and a \$5 fee will be charged. Contact information will be distributed to each vendor at check-in.
- ★ **FOOD VENDORS MUST INCLUDE PROOF OF STATE LICENSE.**
- ★ If you require electricity, the fee is as above. Power is limited and will be assigned on a first come – first serve basis with a fully paid and completed entry form. You MUST bring your own extension cord(s).
- ★ **Craft / Commercial Vendors**
 - FRIDAY:4:00 pm - 9:00 pm You are welcome to stay open as late as 12:30 am
 - SATURDAY: 4:00 pm -9:00 pm You are welcome to stay open as late as 12:30 am**Do not open any fenced area unless you have permission from a BCF Staff Member.**
- ★ **Food Hours:**
 - FRIDAY-4:00 pm - 9:00 PM You are welcome to stay open as late as 12:30 am
 - SATURDAY: 4:00 pm – 11:00 pm You are welcome to stay open as late as 1230 am
 - **No motorized vehicles in the area due to crowds. You will need to carry your items to your vehicle or wait until the end of the last band. Do not open any fenced area unless you have permission from a BCF Staff Member.**
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Vendors shall not pack or remove merchandise prior to the established closing time without prior approval by a BCF Staff Member.

Questions: 402-293-3022 or lisa.rybar@bellevue.net

CITY OF BELLEVUE
APPLICATION FOR EVENT PARTICIPATION

APPLICANT _____

PHONE (HOME) _____ (CELL) _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

DRIVER'S LICENSE NO. _____ STATE _____ EXP. DATE _____

VEHICLE MAKE / MODEL / YEAR _____ / _____ / _____

LICENSE PLATE NUMBER _____ STATE OF ISSUANCE _____ EXPIRATION _____

NAME OF EVENT: Bellevue Rocks: American Heroes Park August 13th & 14th, 2021

NAME OR DESCRIPTION OF EACH RIDE, SHOW, TENT, BOOTH, CONCESSION STAND, ETC.:

SIGNATURE _____ DATE _____

* CITY OF BELLEVUE \$20 FEE INCLUDED ON APPLICATION FORM

**SUBJECT TO CHANGE