



# Bellevue Rocks Vendor Application

June 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup>, 2023

4:00 pm to midnight (Sunday Noon to 5PM)

American Heroes Park – Bellevue, Nebraska

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

Thank you for inquiring about Bellevue Rocks 2023

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 2:00 pm each day, Thursday through Saturday. Since these rules are for everyone's safety they will be strongly enforced.

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.

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](mailto:lisa.rybar@bellevue.net)



# Bellevue Rocks Vendor (Craft & Food)

## Application

June 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup> & 11<sup>th</sup>, 2023

4:00 pm to midnight (Sunday Noon to 5PM)

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 May 10, 2023 \$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](mailto:lisa.rybar@bellevue.net)

\$ \_\_\_\_\_

**TOTAL DUE**

\* Electrical service is available at almost all locations when requested & paid for by May 10<sup>th</sup>, 2023  
EXTENSION CORDS/WATER HOSES NOT INCLUDED

### Method of Payment

Check – Payable to

**Bellevue Community Foundation**

MasterCard

Visa

Credit Card #

Exp. Date/ CRV

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](mailto: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 May 10, 2023**

Hold Harmless/Indemnification/Release/Waiver of Liability/Publicity: In consideration for participating in 2023 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 May 10<sup>th</sup> 2023 to reserve a space for Bellevue Rocks 2023 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 May 10, 2023. Refunds prior to May 10, 2023 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 May, 10, 2023

Larger vehicles please plan to set up early Wednesday evening until 8:00 pm. All Vendors will be able to set up starting at 8 am Thursday, June 8, 2023 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 your vehicles are not out of the Vendor area by 2:00 pm Thursday, June 8, 2023 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](mailto: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.
- ★ Due to contractual agreements with the Carnival provider, no vendor applications will be accepted for the sale of funnel cakes, fresh lemonade, corn dogs, cotton candy, candy apples and turkey legs.
- ★ 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**
  - THURSDAY: 4:00 pm - 9:00 pm You are welcome to stay open as late as Midnight
  - FRIDAY: 4:00 pm - 9:00 pm You are welcome to stay open as late as Midnight
  - SATURDAY: 4:00 pm -9:00 pm You are welcome to stay open as late as Midnight
  - SUNDAY: 12:00pm – 5:00pm Optional**Do not open any fenced area unless you have permission from a BCF Staff Member.**
- ★ **Food Hours:**
  - THURSDAY: 4:00 pm - 9:00 pm You are welcome to stay open as late as Midnight
  - FRIDAY: 4:00 pm - 11:00 pm You are welcome to stay open as late as Midnight
  - SATURDAY: 4:00 pm -11:00 pm You are welcome to stay open as late as Midnight
  - SUNDAY: 12:00pm – 5:00pm Optional
  - **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.**

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](mailto: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 June 8<sup>th</sup> -11th, 2023**

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