

2018

Qualified Vendor Program



riverfront  
SPOKANE

## Riverfront Park Qualified Vendor Program (QVP)

The Qualified Vendor Program (QVP) was created to ensure Riverfront Park (RFP) event organizers and vendors understand and adhere to Riverfront Park's Terms and Conditions for Public and Private Events (Exhibit A), hold an active City of Spokane business license and associated health permits where applicable, and possess the required insurance.

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 will be reviewed on an annual basis. Vendors are responsible for using Riverfront Park grounds and facilities in accordance with the criteria described in this document. Failure to abide by the following criteria may result in removal from the Qualified Vendor Program.

### Business Registration - Spokane Municipal Code Section 08.01.070

No person may engage in business in the City or with the City without first obtaining a business license. Annual business licenses shall be issued and registered through the Washington State Department of Revenue's Business Licensing Service (BLS). Any temporary registrations, to include itinerant vendor registrations, shall be issued and registered by the City of Spokane taxes and licenses department. Persons whose activities fall within the definition of SMC 10.40.010 must obtain an "itinerant vendor" permit as provided in SMC 10.40.010, in addition to a business registration.

**For more information on the business registration process and to register your business, visit <https://my.spokanecity.org/smc/?Section=08.01.070>**

### Vendor General Rules of Conduct

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 that 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. Glass (bottles, glassware, etc.) shall NOT be distributed to the public or guests at Riverfront Park.
5. 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 a weather event. Vendors attempting to operate at the park without the appropriate weights will be asked to collapse their tent or booth.
6. 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.
7. Signs, flyers, posters, etc. are not allowed to be nailed, stapled, bungee corded, or otherwise attached to any park structure natural or man-made.
8. 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.
9. 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 consume alcoholic beverages while operating at the park. 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.
10. Vendor solely assumes all risk and liability associated with an outdoor event, including theft and inclement weather. In the event of extreme weather, RFP has the authority to cancel the event.
11. 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.
12. 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. Booth locations must be approved by RFP and fees are non-transferable and non-refundable.

13. 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.
14. 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>
15. 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.
16. Vehicles are permitted in RFP on a limited basis only. Vendors accessing the Park must adhere to the following VEHICLE ACCESS GUIDELINES to ensure safety of all patrons, guests, and RFP property.
  - a. Vendors must inform the event organizer if a vehicle is necessary for load in and load out. Only vehicles on the vendor check-in list will be granted access into the Park.
  - b. All vehicles must have a valid vehicle permit properly displayed in the front window of the automobile. Vendors will receive a vehicle permit upon park check in/load in from RFP event manager.
  - c. 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.
  - d. Vehicles must promptly leave the park once a delivery or pick-up has been made. The exception will be those vehicles that have written approval to remain on-site for the event. Vehicles that remain on site without approval will be subject to parking citations.
  - e. 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>
  - f. All vehicles must drive within pre-established pathway at no speed greater than 5 MPH, with emergency flashers on at all times for public and employee safety.
  - g. All vehicles shall use vehicle back-up standard alarms or have another person guide when backing up.
  - h. Operators are responsible for vehicles and all personal belongings. RFP is not responsible for any vehicles or their contents while in RFP.
  - i. Pedestrians always have the right-of-way.

17. The City of Spokane requires insurance coverage for event organizers that includes coverage for associated event vendors, contractors, subcontractors and volunteers. 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:

- 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.
- 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>
- 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

If an event is produced and managed by Riverfront Park, vendors are required to provide a certificate of insurance that includes General Liability and Automobile Liability. Worker's Compensation Insurance may also be required depending on the event. Riverfront Park aims to increase its annual events from 45 to 150. Acquiring the necessary insurance will greatly increase your future participation in RFP events.

18. 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. 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.
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 pouring rights contract with Pepsi Bottling Group to sell only Pepsi brand beverages. Those who desire to sell beverages such as pop, juices, energy drinks, sports drinks and water 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 are alcoholic beverages, drip coffee or tea, milk, hot chocolate or juice squeezed from fresh fruit.
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. Visit <https://my.spokanecity.org/fire/prevention/permits> or call (509) 625-7041 for additional details.

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.

- 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.

11. All city, county and state business regulations must be followed. Vendors must provide their business license number in the application packet

## 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. Market vendors must provide their own tables, extension cords, cord covers and follow directions of RFP staff during set up and tear down.

4. All city, county and state business regulations must be followed. Vendors must provide their business license number in the application packet.

## **RIVERFRONT PARK EVENT COORDINATION PROCESS**

There are two types of events that are held at Riverfront Park: events planned and executed by Riverfront Park and events planned and executed by a third party organizers. The following explains the process to expect from each:

### **Riverfront Park Event:**

#### ***Events planned by Riverfront Park.***

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. RFP will determine booth fees and charges. Depending upon the expected attendance of the event, fees will range from \$100 to \$350. Please send fees to:

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

3. Insurance: Vendors will be required to provide a certificate of insurance that includes General Liability and Automobile Liability. Worker's Compensation Insurance may also be required depending on the event.
4. 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 a third party 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. Insurance: Vendors are not required to provide a certificate of insurance. Vendors will be covered under the event organizer's insurance.
4. 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



## 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.

- Completed Application
- Color photo of typical set-up of booth, truck/trailer or service
- Copy of current menu/ fees list with pricing (if applicable)

## **EXHIBIT A**

### **TERMS AND CONDITIONS FOR RIVERFRONT PARK PUBLIC AND PRIVATE EVENTS**

#### **EVENTS IN RIVERFRONT PARK**

These Terms and Conditions apply to all events in Riverfront Park.

#### **LAWS, RULES & REGULATIONS**

Licensee will comply with all state laws, city ordinances, park codes and regulations governing the use of Riverfront Park.

#### **CONDITION OF PREMISES**

Licensee will accept the premises to be used for the event in its present condition. Pre-arranged inspections of the premises may be requested. Upon termination of the Use Agreement, or upon revocation of permit, the licensee will leave the property in the same condition as it was immediately prior to the activity.

#### **SITE PLAN**

Depending on the nature of the event, a site plan may be required. If an activity interferes with normal park operations or requires special arrangements, a site plan will be required. All canopies, tents, inflatables and other similar structures **MUST** be secured by weights. **NO STAKES ALLOWED**. A site plan must show the locations of all elements of the activity. This plan may need third party approval. Riverfront Park retains the right to alter site plans if, in the opinion of park management, certain grounds/facility conditions cannot support the special use as planned or if the set-up interferes with normal park operations.

#### **RUNS, WALKS, RACES**

Riverfront Park reserves the right to change the routes of runs/walks/races if, at the discretion of Riverfront Park management, the route interferes with normal park operations, raises public safety concerns or the turf conditions cannot support the event. Participants must stay on the pathways in the Park. Riverfront Park encourages the use of cones, free standing signage and volunteers to make sure participants stay on course. Signs are not allowed to be nailed, stapled or bungee corded to trees, buildings, light poles or road signs, and/or stakes driven into the ground, and/or the marking of any pavement or hard surface. Any marking used to designate the route must be removed by the end of the day.

#### **VEHICLES IN THE PARK**

Private vehicles are not allowed in Riverfront Park without a valid vehicle permit. Vehicle permits may be obtained by contacting your event manager. All vehicles related to an event must have a vehicle permit displayed in the front window when on park property. Proof of insurance may be requested before vehicle permits are issued. Vehicles may not remain on Riverfront Park grounds during an event unless stated on an approved facility use agreement and vehicle permit. To remain on site a vehicle must: 1) have a vehicle permit in front window; 2) be shown on the site plan; and 3) Must not interfere with normal park operations. A \$100.00 fee will be issued to vehicles found on park grounds without proper vehicle permits or if the

vehicle is located in an unauthorized location. Vehicles may also be impounded at the owner's expense. All damages to park grounds or facilities that have been caused by vehicles will be billed directly to the licensee of the event.

### **INSURANCE REQUIREMENTS**

For all Riverfront Park events, a Certificate of Insurance (COI) will be required before a final permit is approved. Licensee is required to provide a COI which shows \$1 million in commercial general liability insurance and a policy endorsement which names the City of Spokane (808 W. Spokane Falls Blvd., Spokane, WA 99201) as additional insured.

### **ALCOHOL POLICY**

The consumption of alcoholic beverages is not permitted in Riverfront Park unless the licensee is granted a proper permit through the Washington State Liquor and Cannabis Board (WSLCB). Once the licensee gets a WSLCB permit, the licensee must work the Park Director and Park Rangers to assure a safe event.

### **TOBACCO-FREE PARK ZONES POLICY**

Most spaces and events within Riverfront Park are tobacco-free. Please check with the events coordinator if you expect or intend to have tobacco use or promotion at your event.

### **GARBAGE, WASTE WATER, GARBAGE DISPOSAL**

Site plans must include plans for the disposal of excess garbage or other waste directly related to the event. Proper disposal methods will be strictly enforced. Licensee will be charged for disposal of waste or any damage which occurs as a result of improper disposal.

### **PERSONNEL AND EQUIPMENT**

Depending on the nature of the event, extra services, including security personnel or additional equipment may be required. The cost will be paid by the licensee. All extra services must be requested no later than 21 working days prior to the event. If available, extra services/equipment requested less than 10 days prior to the event will be charged at twice the regular rate.

### **RESTROOMS**

While many areas of Riverfront Park are equipped with restroom facilities, these may not be adequate for large events. The County Health Department advises to have one (1) portable restroom for every 250 people. The number and location of portable restrooms will be determined by the Park's Event Manager. Five percent (5%) of all portable rest rooms must be ADA approved. Portable restroom will be at the expense of the licensee.

### **MUSIC/PUBLIC ADDRESS SYSTEMS/NOISE ORDINANCE**

Sound amplification systems are generally forbidden after 10:00 p.m. Park management retains the right to control the P.A. volume. When music or a public address system is desired for a special use activity, the licensee is responsible to:

- 1) Use professional audio I stage technicians.
- 2) Adhere to "start/end" times.
- 3) Ensure the use of approved staging.

4) Provide all extra services and equipment as necessary.

#### **BEVERAGE SALES**

The City has the exclusive concession on all non-alcoholic beverages in Riverfront Park. No non-alcoholic beverages, not supplied by the City, shall be sold or sampled without special permission by Park Director.

#### **PUBLIC ACCESS/GREEN SPACE**

It is the desire of the Spokane Parks and Recreation Department to maintain free public access to Riverfront Park facilities and grounds. However, under certain circumstances, restricting public access to park facilities and areas may be allowed. It is the licensee's responsibility to provide appropriate signs directing the public to alternate pathways away from any limited access areas. Spokane Parks and Recreation Department desires to maintain all city parks as open green spaces. To accomplish this, Riverfront Park may limit scheduling to allow time for re-seeding, watering and growing time. Scheduling shall reflect a policy to minimize impact and maximize renovation and growing time.

**EMERGENCY VEHICLE CLEARANCE** Event organizer is responsible for maintaining a 20' clearance at all times for emergency vehicle access.

#### **DAMAGES**

All damages, including excessive turf damage as a result of an event will be billed to the licensee.

#### **APPEALS**

All restrictions, conditions and fees, or the denial of a permit may be appealed to the Riverfront Park Director or designee. Appeals must be at least 30 days in advance of the activity and must be in writing. The name, address and phone number of the applicant; name of the activity, a description of the proposed activity, date of the requested usage and the nature of the appeal must all be on the appeal request.

## RIVERFRONT PARK CONTACT INFORMATION

### Administrative Office

Spokane City Hall, 5<sup>th</sup> Floor  
808 W. Spokane Falls Blvd.  
Spokane, WA 99201

### Staff Directory:

Jon Moog, Director of Riverfront Park  
[jmoog@spokanececity.org](mailto:jmoog@spokanececity.org)  
509-625-6243

Amy Lindsey, Park Programming Manager  
[alindsey@spokanecity.org](mailto:alindsey@spokanecity.org)  
509-625-6372

Jon Bockstruck, Event and Group Sales Manager  
[jbockstruck@spokanecity.org](mailto:jbockstruck@spokanecity.org)  
509-625-6629

Diana Whaley, Event Manager  
[dwhaley@spokanecity.org](mailto:dwhaley@spokanecity.org)  
509-625-6624

Sandra Burwell, Food and Beverage Manager  
[sburwell@spokanecity.org](mailto:sburwell@spokanecity.org)  
509-625-6660

Allison Skok, Event Specialist  
[askok@spokanecity.org](mailto:askok@spokanecity.org)  
509-625-6612



## 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:

Please indicate your preference for sharing your vendor information with event organizers\*:

Yes, share my information with event organizers

No, do not share my information with event organizers

**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:**

- Completed Application
- Color photo of typical set-up of booth, truck/trailer, or service
- Copy of current menu/ fees list with pricing (if applicable)