



**DAUPHIN COUNTY**  
**P E N N S Y L V A N I A**  
**PARKS & RECREATION**

100 FORT HUNTER ROAD  
HARRISBURG, PA. 17110  
(717) 599-5188  
(717) 599-5397 FAX

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January 2018

Dear Craft Vendor,

Dauphin County Parks and Recreation Office is now accepting applications for arts and crafts vendors for the upcoming event season. These shows will be non-juried. Applications will be evaluated and filtered upon such factors as space size and art/craft product. Preference may be given to returning vendors, county businesses, and the order in which the proposals are received. Permits are not transferable by sale or trade.

**Event schedule is as follows:**

**June 9 & 10 Music & Wine Festival Fort Hunter Park, Harrisburg, PA**

The Music & Wine Festival at Historic Fort Hunter Park will feature seven elite performing artists along with national recording artists. Wine enthusiasts can relax and listen to music or stroll through the beautiful park and visit some of PA's finest wineries. Families can enjoy the summer day with a lawn chair or blanket. **Time: 4 pm – 9 pm**

**July 21 BrewFest Fort Hunter Park, Harrisburg, PA**

Be a part of a larger show in 2018 with over 30 different micro-brew samples along the picturesque Susquehanna River. **Time: 3 pm – 7 pm**

**August 3 Cultural Fest Market Street, Harrisburg, PA**

Enjoy an evening of cultural diversity in Dauphin County. From kids' activities to ethnic food and performances, this free event is not to be missed! **Time: 5 pm – 10 pm**

**September 7 - 9 Jazz & Wine Festival Fort Hunter Park, Harrisburg, PA**

This three day festival will feature regional and national recording artists. This family oriented day of performing jazz artists will provide entertainment, education, and cultural enrichment for all guests. **Time: 6 pm – 10 pm on September 7; 4 pm – 9 pm on September 8 & 9**

You will be notified of the status of your proposal by May 15 or sooner. No refund of vendor payment(s) will be made to any vendor, under any circumstances. Please see attached forms for application.

Thank you for your interest and please contact me if you have any questions.

Sincerely,

Larry Moore  
Program Director  
Dauphin County Parks and Recreation  
lmoore@dauphinc.org



**DAUPHIN COUNTY  
PENNSYLVANIA  
PARKS & RECREATION**

**2018 CRAFT VENDOR APPLICATION**

**Note:** Keep a copy and return the original with a payment for the full amount due. Include a photo of your booth.

**Applications are due April 30.**

**Contact Information:**

Contact Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, State, Zip Code: \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Primary Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_  
 License Plate Number: \_\_\_\_\_

**Events (Check off spaces needed for each event)**

**Music & Wine Festival – June 9 & 10**

Fort Hunter Park, Harrisburg, PA

\_\_\_\_\_ 10'x10' - \$175

\_\_\_\_\_ 10'x20' - \$225

**Brew Fest – July 21**

Fort Hunter Park, Harrisburg, PA

\_\_\_\_\_ 10'x10' - \$100

\_\_\_\_\_ 10'x20' - \$125

**Cultural Fest – August 3**

Market Street, Harrisburg, PA

\_\_\_\_\_ 10'x10' - \$200

\_\_\_\_\_ 10'x20' - \$250

**Jazz & Wine Festival – September 7 - 9**

Fort Hunter Park, Harrisburg, PA

\_\_\_\_\_ 10'x10' - \$200

\_\_\_\_\_ 10'x20' - \$250

**List below all items to be sold at this event and their prices:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Needs:**

Do you need electricity to operate? \_\_\_\_\_ YES \_\_\_\_\_ NO  
 When operating at the same time, all of my equipment draws a total of \_\_\_\_\_ Amps and \_\_\_\_\_ Watts from a 110 v plug.

**RETURN FORM WITH CHECK PAYABLE TO: DAUPHIN COUNTY PARKS & RECREATION**

**Attn: Larry Moore**

**100 Fort Hunter Road, Harrisburg, PA 17110**

## 2018 Dauphin County Parks & Recreation Craft Vendor Information

### **WATER & TRASH**

All vendors must be completely self-contained. Dauphin County will not be supplying water or trash removal from vendors at any location. This includes hot coals, grease, ashes, plastic bread/roll cases, soda crates.

### **STAND AND SPACE USAGE:**

Any vendor who uses a tent must abide by the following requirements: All tents must be free-standing, frame tents or canopies. All tents must be secured by weights or stakes at each corner of the tent. Weights or stakes cannot be more than 6 inches away from legs of tent. All tents must be fire retardant. Vendors must supply covers and cover all hoses and electrical cables outside of stand.

### **LIABILITIES & INSURANCE**

All approved vendors will need to provide the following coverage if accepted. Proof of Insurance needs to be provided prior to vendor arriving onsite.

#### **Additional Named Insured**

The vendor shall furnish Dauphin County Parks & Recreation with one (1) copy of a Certificate of Insurance issued by reputable insurance carrier. Dauphin County Parks & Recreation must be named as an additional insured for all coverage, other than Workman's Compensation and Employers Liability. This Certificate of Insurance shall reflect the actual amount of insurance in force. **Such notice shall be mailed to Dauphin County Parks & Recreation, 100 Fort Hunter Road, Harrisburg, PA 17110.**

#### **Accident Notification**

In the event of an accident of any kind which involve the general public and or private or public property, the vendor shall immediately notify the Program Director of Dauphin County and provide a full accounting of all details of the accident. The vendor shall furnish the County with copies of all reports of such accidents at the same time that the reports are forwarded to other interested parties.

#### **Comprehensive Auto Liability**

Comprehensive Auto Liability for bodily injury and property damage arising out of owned, non-owned and hired vehicles. A combined single limit of \$1,000,000 per occurrence is required.

#### **Workers' Compensation and Worker's Occupational Disease**

Workers' Compensation limits of coverage shall be as required by law in the Commonwealth of Pennsylvania. This shall include coverage for all persons whom the Vendor may employ directly or through sub-vendors in carrying out the work described in this contract. The vendor shall provide evidence that the vendor has Workers' Compensation and Worker's Occupational Disease insurance protection for his/her employees.

Employer's Liability: Bodily Injury by accident \$100,000 per accident  
Bodily Injury by disease \$100,000 per employee, \$500,000 aggregate

The Vendor and Sub-vendor will retain the responsibility for loss or damage of their own or rented property or property of their employees of whatever kind and nature, including but not limited to tools, equipment, forms, scaffolding, canvasses, tarpaulins, mixer, and temporary structures including contents.

#### **Indemnity Agreement**

The vendor shall indemnify and hold harmless Dauphin County and their officers, agents and employees from any and all liability, losses or damages, including attorney's fees and cost of defense, the event organizers may suffer as a result of claims, demands, suits and actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of the operations of the Vendor under this contract including operations of any Sub-vendors: and the Vendor shall at his or her own expense appear defend and pay all charges of attorney's and all costs and other expenses arising there from or incurred in connection therewith; and if any judgments shall be rendered against the event organizers in any such act, the Vendor shall, at his or her own expense satisfy and discharge same. The Vendor expressly understands and agrees that any performance bond or insurance protection required by the contract, or otherwise provided by the vendor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the event organizers herein provided. In event of any conflict between the language of the insurance policy(s) and the above recited indemnity agreement, the indemnity agreement shall govern.

#### **CITY LICENSING REQUIRED – Cultural Fest Only**

Requires a City of Harrisburg Mercantile License and a City of Harrisburg Festival Health License. Contact the City of Harrisburg Mercantile Office to obtain the Mercantile License at 717-255-6513 and Health Licenses at 717-255-6553.

**For additional information, please contact:**

**Larry Moore, Program Director**

**[lmoore@dauphinc.org](mailto:lmoore@dauphinc.org)**

**717-599-5188 ext. 2113**