



# The Hawg Market Application Form

July 15 & 16, 2011

Friday 5:00pm - 1:00am & Saturday 7:00am - 1:00am

Bellevue NE, Hilltop at Bellevue University

Contact Info: Debbie (402) 898-3000 email: Debbie@BellevueNebraska.com

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

E-mail address \_\_\_\_\_

Day Phone \_\_\_\_\_

Night Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

## Hawg Market Booth Reservation

10 X 10 BOOTH FEE \_\_\_\_\_ X \$175 \$ \_\_\_\_\_  
# of booths

Dimensions of your layout: \_\_\_\_\_

CITY OF BELLEVUE \$ 20.00  
\*Application for Event Participation (attached)

ELECTRIC HOOK-UP \_\_\_\_\_ x \$ 50 \$ \_\_\_\_\_  
# of plugs

**EXTENSION CORDS NOT INCLUDED**

\$ \_\_\_\_\_  
**TOTAL DUE**

### Method of Payment

Check – Payable to  
**Bellevue Chamber of Commerce**

MasterCard

Visa

\_\_\_\_\_  
Credit Card #

\_\_\_\_\_  
Exp. date

When you submit, make sure you include the following items:

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

*Payment must be included with entry form to secure your booth.*

Hold Harmless/Indemnification/Release/Waiver of Liability/Publicity: In consideration for participating in 2010 RiverFest: Red, White & Que, I hereby agree to indemnify and hold harmless the Bellevue Chamber of Commerce, 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 RiverFest: Red, White and Que. I also agree to waive and release any and all rights and claims for damages I may have against the Bellevue Chamber of Commerce, 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 Bellevue Chamber of Commerce, its representatives, and agents to use any photographs, videotapes, motion pictures, recordings, and any other record of this event for any legitimate purpose.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature for Credit Card

Registration deadline is July 1, 2011 to reserve a space for

RiverFest 2011: Red, White & Que Nebraska State BBQ Championship & Music Festival.

Send completed entry to Bellevue Chamber of Commerce, 1102 Galvin Road South, Bellevue NE 68005 questions call 402.898.3000

**No Refunds will be given after July 1, 2011. Refunds prior to July 1, 2011 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.)



RIVERFEST 2011

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Contact Info: Debbie (402) 898-3000 email: [Debbie@BellevueNebraska.com](mailto:Debbie@BellevueNebraska.com)

## ALL VENDORS INFORMATION

- ★ APPLICATION DEADLINE IS July 7, 2011
- ★ All Vendors will set up on FRIDAY, July 15, 2011. Each booth space will be assigned a specific check-in and set-up time. Vendors will receive this information with a letter of acceptance. In order to prevent congestion and delays in set-up on the festival grounds, please adhere to your individual set-up time
- ★ Due to the location of the festival, there is no special parking for vendors. You must unload your items and remove your vehicle immediately from the Hawg Market area to avoid towing.
- ★ **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 Hawg Market application to the Bellevue Chamber of Commerce.**
- ★ 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 Debbie at (402) 898-3000 or by email at [Debbie@BellevueNebraska.com](mailto:Debbie@BellevueNebraska.com)
- ★ You are required to display your Event Participation Permit from the City of Bellevue and a copy of your insurance.
- ★ Booths are a 10' x 10' plot of grass. You are responsible for your own tables, chairs, displays, canopies, etc. If you require a larger space, you will need to reserve an additional booth at the standard cost. 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 RiverFest committee via the U.S. postal service.
- ★ All Vendors are admitted at the discretion of the RiverFest Committee.
- ★ Prohibited Items: guns (toy, real, or otherwise), knives (toy, real, or otherwise), glass, alcohol-related products, ice, tobacco products, fireworks, snap pops, stink bombs, live animals, silly string, door-to-door or telephone solicitations, flyers, and nothing with the phrase or logo "RiverFest: Red, White & Que". This list is not all-inclusive. The RiverFest 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 RiverFest Committee can not be sold. You will be asked to remove the item(s) from your booth.
- ★ RiverFest is 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.

## FOOD VENDORS

- ★ In order to be considered for the festival, your payment must accompany your application and be submitted to the Bellevue Chamber of Commerce before the deadline. If we are unable to accommodate your menu selection, your application and check will be returned to you via US Mail.
- ★ Photos of your display & every product you intend to sell are required with your application. Any application sent in without photos will not be considered.
- ★ A menu of food items must be included with your application. Duplication of menu items will be limited with the exception of barbeque. Be prepared to exclude certain menu items due to menu limitations.
- ★ Vendors selling concession-type foods including items such as kettle corn, lemonade, or ice cream (any consumable on the spot type food) will be charged 15% of your gross sales.

### **FOOD VENDORS (continued)**

- ★ Our Banker Committee will collect your 15% return each evening from 11:00 – 11:30 p.m. You are requested to have your receipts and payment ready at 11:00 p.m. The forms will be provided. You are required to make payment nightly.
- ★ If you sell food or food-related items, you must provide a copy of your Proof of Liability WITH YOUR application naming RiverFest: Red, White, & Que and the Bellevue Chamber of Commerce as additional insured on the policy. **ALCOHOL AND ICE ARE NOT ALLOWED TO BE SOLD OR DISTRIBUTED FROM VENDOR BOOTH.**
- ★ Ice will be available upon request, and a \$4 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 \$50.00 per plug. 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).
- ★ **Food Hours:**
  - FRIDAY: 5:00 pm – 11:00 pm You are welcome to stay open as late as 1:00 am
  - SATURDAY: Noon – 11:00 pm You are welcome to open as early as 10:00am on Saturday to take advantage of morning activities and stay open as late as 1:00 am.
- ★ Food Vendors shall not pack or remove merchandise prior to the established closing time without prior approval by a Chamber Staff Member. If extenuating circumstances arise prior to 11:00 p.m. closing, please call for a banker 657-6447 prior to closing your booth.

### **CRAFT VENDORS**

- ★ In order to be considered for the festival, your payment must accompany your application and be submitted to the Bellevue Chamber of Commerce before the deadline.
- ★ Photos of your display & every product you intend to sell are required with your application. Any application sent in without photos will not be considered.
- ★ If you are an artisan that is selling handcrafted items, your photos must depict you making the item through several phases of the project.
- ★ No Vehicles or Trailers are allowed in your booth. (This does not apply to food vendors).
- ★ If you require electricity, the fee is \$50.00 per plug. 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 Vendor Hours**
  - FRIDAY: 5:00 pm - 9:00 pm (until dark). You are welcome to stay open as late as 1:00 a.m.
  - SATURDAY: Noon - 9:00 pm (until dark). You are welcome to open as early as 10:00am on Saturday to take advantage of morning activities and stay open as late as 1:00 am.

### **COMMERCIAL VENDORS**

- ★ In order to be considered for the festival, your payment must accompany your application and be submitted to the Bellevue Chamber of Commerce before the deadline.
- ★ If you require electricity, the fee is \$50.00 per plug. 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).
- ★ No Vehicles or Trailers are allowed in your booth. (This does not apply to food vendors).
- ★ **Commercial Vendor Hours** (excluding food/concession vendors)
  - FRIDAY: 5:00 pm - 9:00 pm (until dark). You are welcome to stay open as late as 1:00 a.m.
  - SATURDAY: Noon - 9:00 pm (until dark). You are welcome to open as early as 10:00am on Saturday to take advantage of morning activities and stay open as late as 1:00 am.

Information & Schedules: [www.BellevueNebraska.com](http://www.BellevueNebraska.com)

Questions: (402) 898-3000 or [Debbie@BellevueNebraska.com](mailto:Debbie@BellevueNebraska.com)



Mail entry and payment to: **Bellevue Chamber of Commerce**  
1102 Galvin Road South  
Bellevue NE 68005

**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: RIVERFEST 2011: Bellevue University July 15 & 16, 2011**

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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