



Bellevue Family 4th

www.bellevuewa.gov

2024 Food Vendor Application & Information Packet

Application Deadline: April 12, 2024

The Bellevue Family 4th Celebration is a free public event, attracting more than 50,000 visitors to Bellevue Downtown Park. The event features live music, family entertainment, children’s areas, and food vendors. The event concludes with the Eastside’s largest fireworks display synchronized to music performed live by the Bellevue Youth Symphony Orchestra.

The City of Bellevue is soliciting food truck vendors, food cart vendors and food tent vendors for the 2024 Bellevue Family 4th event. The food court will be located on the east side of the park in the southern end of the parking lot off 100th Ave NE. Smaller food booths and mobile food carts will also be located around the park promenade. Street vending on NE 4th St. may be an option. The City reserves the right to make in-the-field decisions to adjust placement of vendors for any reason.

All selected vendors will receive a confirmation packet with load in instructions by **June 14th**. Your confirmation packet with load in instructions will be mailed to you, not e-mailed. Make sure to provide an accurate mailing address and to check your mailbox.

Contact Information

Bellevue Parks & Community Services
ATTN: Northwest Arts Center / Bellevue Family 4th
PO Box 90012, Bellevue WA, 98009-9012
Phone: 425-452-6057
Email: jqilmore@bellevuewa.gov

Date & Times

Event Date: Thursday, July 4, 2024
Event Location: Bellevue Downtown Park, 300 100th Ave NE
Entertainment Plaza Event Hours: 5-10:30pm (Fireworks launch at 10:05pm)

Food Service Operating Timeline:

Estimated Load-in time: Assigned times between 11am – 2 pm
Selling Begins: 3 pm or once all safety concerns are met and police/fire approve opening.
Peak Selling Hours: 6 pm – 10 pm
Selling Ends: 10 pm hard stop time (park lights will go off at 10:02 pm)
Fireworks Show: 10:05 pm – 10:25 pm
Clean-Up: 10:00 pm – 11:30 pm
Estimated Load out time: 11:30pm (estimated: police will approve load out time)

Booth Space Options & Fees

10 x 10	\$500	Cart and/or Tent Vendors (includes 2-20-amp, 120-volt circuit power)
10 x 20	\$1000	Tent Vendors Only (includes 2-20 amp, 120-volt circuit power)



Food Truck \$800 Food Trucks Only (no electricity provided, whisper generators required)

Payment

Preferred Method: Credit Card, Visa or MC accepted. Call 425-452-4106

Checks made payable to the City of Bellevue

Mails Checks to:

Bellevue Parks & Community Services

ATTN: Northwest Arts Center / Bellevue Family 4th

PO Box 90012, Bellevue, WA 98009

Application Process

- Review application details and be aware that there are additional requirements and rules from King County Public Health and the Bellevue Fire Dept, for operating a business in Bellevue. The City of Bellevue also requires a Certificate of Insurance. Research costs for additional permits and insurance needed.
- Complete the application and submit before April 12, 2024. The information you submit on your application must be accurate including the name of your business, UBI #, contact name, email address, website, phone number, menu items and electrical appliances. Incomplete information may disqualify you from participating.
- Newly participating vendors must submit a photo of your booth set-up.

Selection Process

The jury committee will review your application based on a pre-arranged set of criteria. Selection criteria includes menu, pricing, quality of product, cultural variety, space available (limited), vehicle/trailer parking needs, previous event sales, and festival vending experience. You will be notified by May 1st of the jury's decision. Participation in last year's event does not guarantee acceptance. **There is no application fee.**

The location of a food booth is determined by booth size & specs, power needs, menu items, set-up time, and overall food court layout.

Notification of Application Status

- All applicants will be notified of acceptance by May 1, 2024
- Accepted applicants will receive a Confirmation Packet with information about the event, including a designated set-up time, booth #, parking pass, and other pertinent details. This Confirmation Packet will be mailed to you by June 14. Please ensure that you provide a working mailing address on your application and that you check your mail frequently.



Participation Requirements

All vendors must comply with the following requirements. Vendors are subject to inspection on the day of the event by City of Bellevue Police, Fire, City Staff, and King County Public Health.

- **City of Bellevue Fire Department**

Vendors must comply with Bellevue Fire Dept. conditions and applicable provisions of the International Fire Code. See page 8-9 for details. For questions, please contact the [Fire Marshal's Office](#), Fire Plan Review Staff at (425) 452-6872 Option 2.

Review the following permits and follow the one that is applicable to your business.

- Regional Fire Marshal Mobile Food Operating Permit
- Tent/Canopy Handout F-41
- Mobile Food Vending Handout F-68

- **All Mobile Food Vendors are required to obtain EITHER:**

- A [Regional Fire Marshal Mobile Food Operating Permit](#) before the day of the event
- **OR** a permit obtained from the City of Bellevue Fire Dept. for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG systems. See Page 8-9 for details.

- **Bellevue Police**

Police will provide a security sweep throughout the event site, including vendor areas. Police will provide safety barricades to protect the vehicular access of the food court. Police may provide wheel lock devices to food trucks to prevent vehicles from moving once parked. Police or City staff will remove these locks once police have approved load out.

- **King County Public Health**

All food vendors must obtain a [Temporary Food Permit through Seattle/King County Department of Public Health](#). **Application must be received by King County at least 14 days before the event.** Permit applications received later will not be accepted or approved. Food vendors are responsible for complying with all King County Public Health requirements. King County administers their application process and fees. Please contact King County for fee information, questions, and deadline dates.

King County Public Health
Environmental Health Service
Food Protection Program
401-5th Avenue, Suite 1100,
Seattle, WA 98104

Phone: 206-296-4632
Fax: 206-296-0189
www.metrokc.gov



- **City of Bellevue Business License**

The City of Bellevue is participating in a joint business licensing program with the Department of Licensing at the State of Washington. City and State business license application forms have been combined into a single application. The City of Bellevue website provides information on how to obtain a Uniform Business Identifier (UBI), Bellevue Business license, or how to obtain a registration number.

The City of Bellevue website is www.bellevuewa.gov. Alternately to obtain a UBI, call 1- 800-647-7706 or www.dol.wa.gov. Applications will not be accepted without UBI.

- **Liability Insurance - *Insurance Certificate Due May 31, 2024***

Vendors are required to obtain a Certificate of Insurance with \$1,000,000 Commercial General Liability coverage minimum naming the City of Bellevue as an additional insured.

Your Insurance Certificate must have the following language:

Under “Insured”: must include your registered business name which also appears on your application.

Under “Description of Operation”: Bellevue Family 4th at the Bellevue Downtown Park. City of Bellevue, its officers, employees, agents, volunteers are named as additional insured as pertains to work and services performed by the named insured only.

Under “Certificate Holder”: Bellevue Family 4th, City of Bellevue, PO Box 90012, Bellevue WA 98009-9012.



2024 Food Vendor Guidelines

Booth Guidelines, Appearance & Cleanliness

- Food Vendors are located outdoors on the property of the Bellevue Downtown Park.
- **Zero waste of resources is a goal of the City of Bellevue.** This event seeks to use reusable or compostable serving ware and product packaging. Please avoid single serve items such as condiment packets, plastic-coated, plastic or polystyrene service ware and utensils, plastic stir sticks and straws of any kind.
- For a list of approved compostable products visit, [CompostManufacturingAlliance.com](https://www.compostmanufacturingalliance.com)
- For questions on preparing your recycle and compost friendly booth please contact Bellevue Utilities at 425-452-6932 or email recycle@bellevuewa.gov for assistance.
- Hot and cold-water sinks and dumpster are located behind the southwest restroom building. An additional small dumpster will be located near the designated Food Court parking lot and at the east entry to the park.
- Vendors must supply their own hand wash station at their food booth. Please bring your own hot water or have a method to heat up hot water at your booth. Grey water disposal and fresh water can be provided if needed.
- Vendors must provide appropriate supplies: fire extinguisher, hot water hand washing station, etc. Vendors must meet all codes, permits, and guidelines identified in this package and KC Public Health.
- Each vendor must be set-up within the designated space provided. Additional material, banners, supplies and signs may not exceed designated vendor space or more than 15 feet.
- Additional appliances not indicated on your application may not be used at the event.
- Vendors should be ready to sell by 3pm.
- Be prepared for outdoor weather conditions including wind, rain, and excessive heat.
- Whisper generators are required and a screen to buffer sound must be provided.
- Police will provide a security sweep throughout the event site, including vendor areas.
- Police may provide wheel lock devices to trucks to prevent vehicles from moving once parked. Police or City staff will remove these locks once police have approved load out.
- Vendors are responsible for keeping their booth area clean and free of debris. Recycling is available for aluminum cans, plastic bottles, newsprint, and flattened cardboard. Glass containers are prohibited.
- No stakes may be used in any park or grass area. No items, signs, banners, or booth anchor lines are to be attached to trees or shrubs.
- Interior and exterior of Food Vendor vehicles & booths must be clean and presentable at all times. A screen or other visual barrier must be provided to screen and secure storage area from public view.
- Amplified sound playing radios, etc. are not allowed.
- Timely garbage disposal is required. Garbage, recycling and composting receptacles will be provided for vendor use.
- Cardboard boxes must be crushed and placed in recycling bins.
- At the end of the event, all bags, boxes, and containers with garbage must be deposited in dumpsters, and the site completely free of debris before departure.
- No dumping of food waste products, i.e., water, grease, or ice on park grounds.
- Distribution/sale of any items not listed and approved on your vendor application is prohibited. Examples include, but not limited to flyers, literature, balloons, coupons, food, toys, etc.



Electricity / Generators

- Electrical services are not available for Food Trucks. Food Truck Vendors must be self-contained and use a whisper generator and a screen to buffer sound. Cart/Tent vendors do receive access to limited power.

10 x 10	\$500	Cart and/or Tent Vendors (includes 2-20-amp, 120-volt circuit power)
10 x 20	\$1000	Tent Vendors Only (includes 2-20 amp, 120-volt circuit power)
Food Truck	\$800	Food Trucks Only (no electricity provided, whisper generators required)

Food Sink

- A utility sink with hot and cold water will be available for vendor use. The sink will be located behind the permanent restroom building in the southwest corner of the park by the playground.

Restrooms

- Plumbed restrooms will be available in the southwest corner of the park by the playground. Portable restrooms and handwashing stations will also be available throughout the park and near food vendors.

Lights Out

- **All vendors must shut down any portable lights no later than 10 pm.**
- **All selling must end at 10 pm. Lights will go out promptly at 10:02 pm.**
- Fireworks begin promptly at 10:05pm and run until 10:25 pm.
- Lighting will return at 10:30 pm and clean-up will promptly begin.
- Tear-Down 10 pm – 11:30 pm with exit of food vendors by 11:30 pm.

Parking

- Parking at this event is extremely limited. We recommend connecting with your team at an alternate off-site location and carpooling to the event site in one vehicle.
- One standard-size parking space is provided for each vendor near the event.
- If you leave your parking spot during the event, you may not be able to return to your spot.
- Additional parking will be offered only if available and may be several blocks from the event site which will require your coordination to transport your team back to your booth.
- Free parking is available at Bellevue Square after 6pm however vehicle height restrictions due apply.
- You will receive your official Parking Pass, Map, Directions, and Assigned Load-In Time in the Confirmation packet we mail to you upon acceptance.
- Your Parking Pass must be displayed in your vehicle dash for parking allowance.



Food Vendor Event Timeline **Bellevue Family 4th Food Vendors – 2024**

Pre-Event Timeline

April 12	Application Due
May 1	Selection Process Complete; Vendor Notified of Acceptance Status
May 10	Payments Due from Accepted Vendors
May 31	Health Permit and Certificate of Insurance due
June 14	Confirmation Packets mailed with parking pass and load-in details

Day of Event Timeline: Thursday, July 4, 2024

11 am - 2 pm	Follow load in instructions provided in Confirmation Packet.
1 – 3 pm	KC Public Health, Bellevue Fire and Police inspection period
3 pm	Vending begins per safety approval.
5pm	Musical Entertainment Begins
6 pm – 10 pm	Peak Selling Hours
10 pm	Selling stops and all lights must be turned off for fireworks.
10:02 pm	Lights Out
10:05 pm – 10:25 pm	Fireworks
10 pm – 11:30 pm	Clean-Up
11:30pm	Estimated Food Vendor departure time (Police provide approval)

Event Contact Information and Mailing Address

Bellevue Parks & Community Services
ATTN: Northwest Arts Center / Bellevue Family 4th
PO Box 90012
Bellevue WA, 98009-9012

Phone: 425-452-6057
Email: jjgilmore@bellevuewa.gov
Payment Phone #: 425-452-4106

Fire Department Requirements and Operating Permit

Mobile Food Preparation Vehicles Requirements

1. Mobile food trucks are **NOW REQUIRED** to hold a valid Fire Department mobile food preparation vehicle operational permit prior to operating within our jurisdiction. Any mobile food trucks without a valid permit shall NOT participate in the schedule special event. Failure to comply may result in monetary penalties and/or immediately cease and desist operations (*BCC 23.11.105.6.30, IFC Sections 105.6.30, 319, NFPA 52, and NFPA 58*).
 - A. A valid Fire Department operational permit issued by any King County Fire Agency shall be recognized, provided that the vehicle and appliances are maintained in accordance with conditions of the permit (*BCC 23.11.105.6.30 and IFC Section 105.6.30*).
 - B. An additional Fire Department operational permit is also required for mobile food preparation vehicles equipped with appliances that produce smoke or grease-laden vapors or utilize LP-gas systems or CNG systems (*BCC 23.11.105.6.30 and IFC Section 105.6.30*).
 - C. Compressed gas cylinders are required to be requalified or replaced every 5-12 years depending on the cylinder type, condition, and previous qualification method (*IFC Section 319.10.3, Code of Federal Regulations 49 CFR §§ 180.205(d), 180.209, and Public Information Handout F-68*).
 - D. Review for compliance with the attached City of Bellevue Fire Department Public Information Handout F-68.
 - E. Review for compliance with the attached Regional Fire Marshals Mobile Food Preparation Vehicle Inspection Checklist.
 - F. To apply for a Fire Department operational permit, please go to the City of Bellevue Fire Department Website and follow the directions:
<https://bellevuewa.gov/city-government/departments/fire/fire-prevention/fire-permits/operational-fire-permits>
2. **Event Vendors** are responsible for the safe operation of their booth, display, or attraction. Vendors shall coordinate the event set-up and take-down with the Event Sponsor/Permit Holder to ensure compliance with all the following applicable fire and life safety codes, standards, regulations, and other requirements.
 - A. The Fire Marshal is authorized to conduct fire and life safety inspections as deemed necessary to determine the extent of compliance with the provisions of the Fire Code.
 - B. Shall not obstruct fire lanes, fire apparatus access roads, emergency corridors, fire department connections, and building egress clear and unobstructed.
 - C. Shall not obstruct designated emergency vehicle parking and access.
 - D. Correct any violations prior to opening for business for the special event.
 - E. Maintain all fire and life safety requirements for the duration of the special event.
 - F. Mobile Food Vendors – Shall review and adhere to the City of Bellevue Fire Department Public Information Handout F-68 and the requirements for Mobile

Food Vending.

- G. Portable fire extinguishers are required for all mobile food vendor operations.
- H. All portable fire extinguishers shall be maintained and inspected on an annual basis and the pressure gauge reading or indicator shall be in the operable range or position. A current service tag shall be affixed to the fire extinguisher. A fire extinguisher (having a minimum size of 2A-10BC classification) will be required in addition to any Class “K” portable fire extinguisher.
- I. If deep fat fryers are used operators shall have and maintain a Class “K” portable fire extinguisher.
- J. All mobile food vendors with any commercial cooking equipment producing grease laden vapors shall be equipped a Type I hood. All hood and duct fire extinguishing systems shall be inspected by a certified fire protection company within the past 6 months and have a service tag affixed to the fire protection system.
- K. Propane (LPG) cylinders and vessels shall be affixed and secure to the portable food service platform in a manner that provides a reasonable expectation of security while parked or in transit.
- L. All applicable DOT regulations shall be followed.
- M. Compressed gas cylinders are required to be requalified or replaced every 5-12 years depending on the cylinder type, condition, and previous qualification method.
- N. LP-gas shall not be used for the purpose of operating devices or equipment unless such device or equipment is approved for use with LP-gas.
- O. Safety devices on LP-gas containers, equipment and systems shall not be tampered with or made ineffective. All LP-gas supply hoses shall be inspected by the operator for tight-fitting connections.
- P. Portable generators and other internal combustion power sources shall not be located within 20 feet of mobile food vending while in operation and shall be isolated from contact with the public by fencing, enclosure, or other approved means. Exception: Portable generators not exceeding 6,500 watts when located in an area not readily accessible to the public
- Q. Portable generators and other combustion power sources shall not be refueled while the generator or other internal combustion power source is operating.

Fire Contact Information City of Bellevue Fire Department Fire Marshal's Office 450 110th Avenue NE Bellevue, WA 98004

Phone: (425) 452-6872, option 2 Email:

Fire_Prevention@bellevuewa.gov

The screenshot shows the 'Operational Fire Permits' application form. On the left, there is a sidebar with navigation links: 'Fire Permits', 'Plans Submittal Requirements', 'Operational Permit Webforms', 'Hazardous Materials Inventory Statement', 'High Piled Combustible Storage Worksheet', and 'Temporary Use Permits'. The main content area is titled 'Operational Fire Permits' and contains instructions: 'Work or activity requiring a permit shall not commence until such work or activity has been inspected and/or authorized with a valid permit. Violation of this condition may result in additional permit or inspection fees. The application is in effect until revoked.' Below this, there are instructions for 'Compressed Gases, Flammable/Combustible Liquids, and Hazardous Materials' and 'High Piled Combustible Storage'. A dropdown menu is open, showing a list of permit types. A red arrow points to the 'High Piled Combustible Storage' option. The list includes: 'Permits', 'Contact Information', 'Food Truck Permit Application', 'Permit Conditions', 'Complete', 'Select', 'Assembly', 'Cable and Open Flame Devices', 'Carbon Dioxide (CO2) Systems Used in Beverage Dispensing', 'Compressed Gases', 'Dry Cleaning Plant', 'Flammable/Combustible Liquids', 'High Piled Combustible Storage', 'Hazardous Materials', 'High Piled Combustible Storage', 'Hot Work Operations', 'Industrial Operations', 'Motor Fuel Dispensing and Automobile Repair', 'Mobile Food Dispensing', 'Spray Finishing', and 'All Other Overhead Permits'. At the bottom of the form, there is a 'Next Page >' button.