



## Food Vendor Information

Bellevue Family 4th 2025

**Application Deadline: Friday, April 11, 2025**

Bellevue Family 4<sup>th</sup> 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 2025 Bellevue Family 4<sup>th</sup> event. The food court will be located on the east side of the park at the southern end of the parking lot off 100<sup>th</sup> Ave NE. Smaller food booths and mobile food carts will also be located around the park promenade. Street vending on NE 4<sup>th</sup> St may be an option. The City reserves the right to make in-the-field decisions to adjust the placement of vendors for any reason.

**All selected vendors will receive a confirmation packet with load-in instructions by Friday, June 20.** Your confirmation packet with load-in instructions will be **mailed**, not e-mailed. Make sure to provide an accurate mailing address and check your mailbox.

### Event Contact Information and Mailing Address

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

Point of Contact: Eddie Bernabe  
Eddie’s Direct Line: 425-452-2729  
Email: ebernabe@bellevuewa.gov

**Main Office Phone: 425-452-4106**

### Date & Times

**Event Date:** Friday, July 4, 2025

**Event Location:** Bellevue Downtown Park, 300 100<sup>th</sup> Ave NE

**Event Hours:** 5:00 - 10:30 pm (Fireworks launch at 10:05 pm)

### Food Vendor Application Timeline

**April 11:** Application Due

**May 1:** Selection Process Complete; Vendors Notified of Acceptance Status

**May 9:** Payment Due from Accepted Vendors

**May 30:** Health Permit and Certificate of Insurance Due

**June 20:** Confirmation Packets sent via mail with Parking Pass(es) & Load-In Details



## Food Service Operating Timeline

Time	Action
11:00 am- 2:00 pm	Estimated Load-In, Specific Time Assigned in Confirmation Packet
3:00 – 4:00 pm	Selling begins with the approval of Police & Fire per Inspections
6:00 – 10:00 pm	Peak Selling Hours
9:30 pm	Pre-selling / pre-ordering from customers in-line stops. Only orders taken at the main booth point of sale are allowed from 9:30 – 10 pm.
10:00 pm	Selling STOPS (hard cut-off, park lights go off at 10:02 pm)
10:05 – 10:25 pm	Firework Show
10:00 – 11:30 pm	Clean-Up
~ 11:30 pm	Estimated Load-Out Time. Dependent on Police & Fire Approval

## Booth Space Options & Fees

Booth Type	Cost	Notes
10' x 10'	<b>\$500</b>	Cart and/or Tent Vendors (includes 2-20-amp, 120-volt circuit power)
10' x 20'	<b>\$1,000</b>	Tent Vendors Only (includes 2-20 amp, 120-volt circuit power)
Food Truck	<b>\$800</b>	Food Trucks Only (no electricity provided. Whisper generators required)

The City of Bellevue does not require a percentage of sales. Vendors keep all revenue made.

## Payment

Payment is due on **Friday, May 9, 2025**, upon acceptance of application. Credit Card (Visa or MC) is preferred. Call 425-452-4106 to pay. Checks must be made out to the City of Bellevue.

Mail checks to:

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

## Application Requirements

**Complete and apply on or before Friday, April 11, 2025**

- Vendors must submit a photo of their booth/truck set-up
- Business name, contact information, email and website
- Menu Items
- Electrical Items
- UBI Number
- Certificate of Insurance (COI) naming the City of Bellevue as additional insured.



- Additional requirements and rules from King County Public Health and the Bellevue Fire Department for operating a business in Bellevue will also apply. Research costs for additional permits and insurance are needed.
- Incomplete information may disqualify you from participating.

### Selection Process

The jury committee will review your application based on a pre-arranged set of criteria. Selection criteria include menu, pricing, quality of product, cultural variety, space available (limited), vehicle/trailer parking needs, previous event sales, and festival vending experience. 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 and specifications, electricity needs, menu items, set-up time, and overall food court layout.

### Notification of Application Status

Vendor Selection Notification by **May 1, 2025**  
 Confirmation Packets Mailed by **June 20, 2025**

Accepted applicants will receive a **Confirmation Packet** with information about the event, including a designated set-up time, booth number, parking pass(es), and other pertinent details. Please ensure that you provide an accurate mailing address on your application and 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 the 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 pages 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 apply for the one that applies 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**

- An [Operational Fire Permit](#) before the day of the event 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 Pages 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 vehicular access to the food court.
- Police may provide wheel lock devices to food trucks to prevent vehicles from moving once parked. Police will remove these locks once the police have approved load out.

### King County Public Health

Food vendors must obtain a [Temporary Food Permit through King County Department of Public Health](#). **Application must be received by King County at least 14 days before the event.** Applications received later will not be accepted or approved. Vendors are responsible for complying with all KCPH requirements. King County administers their application process and fees. Contact King County for fee information, questions, and deadline dates. 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  
401-5<sup>th</sup> Avenue, Suite 1100,  
Seattle, WA 98104

Phone: 206-296-4632  
Fax: 206-296-0189  
[www.metrokc.gov](http://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's website is [www.bellevuewa.gov](http://www.bellevuewa.gov). Alternatively, to obtain a UBI, call 1- 800-647-7706 or [www.dol.wa.gov](http://www.dol.wa.gov). Applications will not be accepted without UBI.

### Liability Insurance

Certificate of Insurance Due by **May 30**. **Your Certificate of Insurance must include the following:**

- \$1,000,000 Commercial General Liability coverage minimum
- Under “Insured”: must include your registered business name matching application name.
- Under “Description of Operation”: Bellevue Family 4<sup>th</sup> at the Bellevue Downtown Park. The City of Bellevue, its officers, employees, agents, and volunteers are named as additional insured as pertains to work and services performed by the named insured only.
- Under “Certificate Holder”: Bellevue Family 4<sup>th</sup>, City of Bellevue, PO Box 90012, Bellevue WA 98009-9012.



## **Food Vendor Guidelines**

### **Waste & Recycling**

- **Zero waste of resources is a goal of the City of Bellevue.** This event seeks to use reusable or compostable serving ware and packaging. Avoid single-serve disposables such as condiment packets, plastic/polystyrene boxes, plates, cups, utensils, stir-sticks or straws.
  - For a list of approved compostable products visit, [CompostManufacturingAlliance.com](http://CompostManufacturingAlliance.com)
  - For questions on preparing a recycle and compost-friendly booth, contact Bellevue Utilities at 425-452-6932 or email [recycle@bellevuewa.gov](mailto:recycle@bellevuewa.gov)
- Dumpsters are located behind the southwest restroom building, behind the food court. An additional small dumpster will be located near the designated Food Court parking lot and at the east entryway to the park.
- Keep track of waste and dump on time, when full.
- Cardboard boxes must be broken down 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.

### **Cleanliness & Safety**

- Vendors must have a fire extinguisher on hand.
- Vendors are responsible for keeping their booth area clean and up to KCH food safety standards.
- Glass containers are prohibited.
- Vendors must supply their own hand wash station at their food booth. Please bring your own hot water or have a method to heat hot water at your booth. Grey water disposal and fresh water can be provided if needed.
- Hot and cold-water sinks are located behind the southwest restroom if needed.
- The interior and exterior of Food Vendor vehicles & booths must always be clean and presentable. A screen or other visual barrier must be provided to screen and secure the storage area from public view.

### **General Tent / Booth Rules & Expectations**

- Vendors can only operate out of their designated booth, no "walk-about" vending allowed.
- 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.
- Amplified sound playing radios, etc. are not allowed.
- Distribution/sale of any items not listed and approved on your vendor application is prohibited. Examples include, but are not limited to flyers, literature, balloons, coupons, food, toys, etc.
- Each vendor must be set up within the designated space provided. Additional materials, 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.
- Be prepared for outdoor weather conditions including wind, rain, and excessive heat.
- Your booth must be attended to at all times.

### 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.

Booth Type	Notes
10' x 10'	Cart and/or Tent Vendors (includes 2-20-amp, 120-volt circuit power)
10' x 20'	Tent Vendors Only (includes 2-20 amp, 120-volt circuit power)
Food Truck	Food Trucks Only (no electricity provided. Whisper generators required)

### Restrooms

Plumbed restrooms will be available at the southwest corner of the park by the playground, behind the food court. Portable restrooms and handwashing stations will also be available throughout the park and near park perimeter food vendors.

### Lights Out

- **Vendors must shut down portable lights by 10 pm.**
- **All pre-selling / pre-ordering must end by 9:30 pm.**
- **Final sales must end at 10 pm. Park lights will go out promptly at 10:02 pm.**
- Fireworks begin promptly at 10:05 pm and run until 10:25 pm.
- Lighting will return at 10:30 pm and clean-up will promptly begin.

### Exiting the Event

- You may not leave your booth upright & vacant after the event.
- Vendor vehicles may return to the booth for load-up upon police approval & removal of blocking barricades. A park escort will be required again if driving through the park.
- Vendor vehicles / mobile trucks must also wait for police approval & removal of blocking barricades to exit the parking lot.

### Parking

- One standard-size parking space is provided for each vendor near the event.
- Your Parking Pass must be displayed on your vehicle dash for parking allowance.
- 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.
- 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.



- If you leave your parking spot during the event, you may not be able to return to your spot.
- Free parking is available at Bellevue Square after 6 pm, however, vehicle height restrictions 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.

<b>Day-Of Event Timeline – Friday, July 4</b>	
<b>11:00 am - 2:00 pm</b>	Load-In (follow instructions in the confirmation packet)
<b>1:00 pm - 3:00 pm</b>	KC Public Health, Bellevue Fire & Police inspection window
<b>3:00 pm – 4:00 pm</b>	Vending begins after safety approval
<b>5:00 pm</b>	Musical entertainment begins
<b>6:00 - 10:00 pm</b>	Peak Selling Hours
<b>9:30 pm</b>	Pre-selling / pre-ordering from customers in-line stops. Only orders taken at the main booth point of sale are allowed from 9:30 – 10 pm.
<b>10:00 pm</b>	All booths close, selling STOPS (hard cut-off)
<b>10:02 pm</b>	Lights go out in the park
<b>10:05 - 10:25 pm</b>	Firework Show
<b>10:00 - 11:30 pm</b>	Clean-up
<b>11:30 pm</b>	Estimated Food Vendor Load-Out (after Police & Fire approval)

### **Event Contact Information and Mailing Address**

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

Point of Contact: Eddie Bernabe  
 Eddie’s Direct Line: 425-452-2729  
 Email: ebernabe@bellevuewa.gov  
 Main Office 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 before operating within our jurisdiction. **Any mobile food truck without a valid permit shall NOT participate in the scheduled special event.** Failure to comply may result in monetary penalties and/or immediately cease 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 the 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 with 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 type of cylinder, 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 FDSE – 2200301 Page 9 of 14
- Q. Portable generators and other combustion power sources shall not be refueled while the generator or other internal combustion power source is operating.



## Fire Department 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

### Fire Permits

[Plans Submittal Requirements](#)

> [Operational Permit Webforms](#)

[Temporary Use Permits](#)

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.

### Permits

Select the appropriate permit application from the dropdown list. \*

- Select -

- Select -
- Assembly
- Candles and Open Flame Devices
- Carbon Dioxide (CO2) Systems Used in Beverage Dispensing
- Compressed Gases
- Dry Cleaning Plant
- Flammable/Combustible Liquids
- Food Truck Permit Application**
- Hazardous Materials
- High Piled Combustible Storage
- Hot Works Operations
- Liquefied Petroleum Gases
- Motor Fuel Dispensing and Automobile Repair
- Outdoor Assembly
- Positive Alarm Sequencing
- Pyrotechnics
- Spray Finishing
- All Other Operational Permits

