



Vendor Application
Season 18: May 27, 2022 - September 2, 2022
Haddad Riverfront Park, Charleston, WV

liveontheleveecharleston.com

Live on the Levee is a free outdoor concert series presented by the City of Charleston featuring music at Haddad Riverfront Park. Performances take place every Friday night on the Schoenbaum Stage. This concert series celebrates community and five inner-city charities with live music, great food and amazing spirit. The community comes together to make this one of the most popular and unique events in Charleston and the admission is FREE.

IMPORTANT DATES:

Application Deadline: March 15, 2022

If you are interested in participating as a food vendor for the 2022 season of Live on the Levee, please complete the questions on the attached form and return no later than March 15, 2022. Forms may be mailed to Brittany Knox, Special Events Coordinator, P.O. Box 2749, Charleston, WV 25330, Brittany.knox@cityofcharleston.org or hand delivered to 501 Virginia Street East, Room 101, Charleston, WV 25301.

All Live on the Levee vendors must certify that they do not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, handicap, or national origin. In addition, all applicants shall certify that they are in complete compliance with the Immigration Reform and Control Act (IRCA).

The City shall not be held responsible for forms that are not delivered properly to the City of Charleston either by fault of the respondent, U.S. Postal Service or otherwise.

All applications will be reviewed by the Live on the Levee Committee. After the evaluation of all applications, vendors will be notified of the Committee's decision. The City reserves the right to reject any or all applicants for any reason and is not necessarily bound to select any applicant if it is contrary to the best interest of the City. In making a selection, intangible factors such as vendor service, integrity, facilities, equipment, reputation and past performance will be weighed. Submitted applications will be time and date stamped upon arrival in the City Managers' Office. It is the goal of the City of Charleston to provide a variety of food and beverage options to attendees. Therefore, in the instance that more than one application is received for the same or similar products, a decision may be made based upon when applications were received.



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If you are interested in participating as a food or retail vendor for the **2022** season of Live on the Levee, please complete the questions on the attached form and return to Brittany Knox, Special Events Coordinator, P.O. Box 2749, Charleston, WV 25330 brittany.knox@cityofcharleston.org or hand deliver to 501 Virginia Street East, Room 303, Charleston, WV 25301.

All Live on the Levee vendors acknowledge and agree they will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, sexual orientation, gender identity, disability, or national origin. In addition, all applicants shall certify that they are in complete compliance with the Immigration Reform and Control Act (IRCA).

The City shall not be held responsible for forms that are not delivered properly to the City of Charleston either by fault of the respondent, U.S. Postal Service or otherwise.

If you are selected, you **must** participate in at least twelve (12) Fridays during the concert season. List dates unavailable on the Vendor Application and notify the Special Events Coordinator at least 48 hours in advance in the event of an emergency

****If you want to participate as a vendor in the Multifest event, contact Tamara Eubanks at multifestwv.executive.director@gmail.com for an application and fees. You will not be guaranteed your normal Live on the Levee vendor spaces, and you will pay their required vendor fee.***

If you would like to participate as a vendor in Rally on the Levee, contact Jim Lynch at revelation1concepts@gmail.com for an application and fees. You will not be guaranteed your normal Live on the Levee vendor spaces, and you will pay their required vendor fee.

If you would like to participate as a vendor in the Charleston Sternwheel Regatta, contact Brittany Knox at Brittany.knox@cityofcharleston.org for an application and fees.

Your business must be registered and in compliance with the City Collector's Office.

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BEVERAGE POLICY: Food vendors may sell non-alcoholic beverages from their booth. **No alcoholic beverages will be sold from your booth at any time.**

INSURANCE REQUIREMENTS: All participating food and retail vendors must have \$500,000 of liability insurance for the entire duration of the season. In addition, all food and retail vendors must provide us with any policy changes if necessary.

HEALTH PERMITS: All participating food vendors must provide a copy of their Kanawha-Charleston Health Department food permit certificate. Food vendors must follow all guidelines that ensure food safety in your booth/vending area. **All selected food and retail vendors must provide current copies of renewed City Collector's Office business license as well as Health Department certification after June 30, 2022, to the Special Events Coordinator.**

GREASE/TRASH: No grease or gray water is to be poured onto the ground or down any drains. Businesses found doing this will be prohibited from participating in the remaining weeks of Live on the Levee.

TRASH: Vendors are responsible for properly bagging trash within their sales location. The City clean-up crew will collect properly bagged trash from your space.

WATER/ICE: Water and ice are not accessible. Food safety and cleanliness must be a priority for your customers.

CITY COLLECTOR'S OFFICE: All vendor applications will be reviewed by the City Collector's Office and must be registered and in compliance with the City Collector's Office. Contact the City Collector's Office at 304-348-8024 or vendorquestions@cityofcharleston.org for business and vendor registration requirements. **No contract/business will be awarded to a company with a delinquent tax status with the City Collector's Office.**

VEHICLES: Vehicles are not to be parked on the boulevard or sidewalk. Vehicles may be parked on side streets or parking garages and are **NOT** permitted to re-enter the boulevard until after the event is shut down. Performances end at 9:30 p.m. and streets must be cleared of spectators before vendors are permitted to move their vehicles. The Charleston Police Department will direct all vendor vehicles to safely exit the boulevard. Businesses not complying with this requirement will be prohibited from participating in the remaining weeks of Live on the Levee.

WHAT WE PROVIDE: The City of Charleston has certified electricians who will connect each vendor to the electrical system. All vendors must be following the NFPA 70 National Electric Code guidelines. **NO EXCEPTIONS.** In the event of a power outage, the City of Charleston is not responsible for food spoilage.

CHARLESTON FIRE DEPARTMENT: The attached Charleston Fire Department requirements must be followed. ***Please read carefully and sign, as there are updates.***



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Business Name	
Contact Name	
Mailing Address	
Phone	
Best number to reach you during Live on the Levee	
Email	
Have you participated in previous Live on the Levee Seasons? If yes, number of years.	<input type="checkbox"/> Yes <input type="checkbox"/> No
List previous outdoor food or retail vending experience?	
Do you have specific appliance electrical requirements (voltage and amperage)?	
If you are a food vendor, do you have a Kanawha-Charleston Health Department Certification? <i>Please attach a copy to this form.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you able to participate every Friday between May 27, and September 2, 2022? (If no, please list dates you will not be available.) <i>If you want to participate as a vendor in the Multifest event, contact Tamara Eubanks at multifestwv.executive.director@gmail.com for an application and fees.</i> <i>If you'd like to participate as a vendor in the Rally on the Levee event, contact Jim Lynch at revelation1concepts@gmail.com for an application and fees</i> Vendors must be set up and available to customers from 6:00 p.m. to 9:30 p.m.	<input type="checkbox"/> Yes <input type="checkbox"/> No
What amount of space will your booth/tent require? Each space is in 10 ft. x 10 ft. increments. <i>Please note: You will only be allotted the amount of space you list; measure carefully.</i>	
Food vendors, please attach a copy of your proposed menu, including pricing. Retail Vendors please attach a list of products, including pricing.	
Enclose a photo of your food truck/food or retail booth or email a digital copy to lotlvendors@cityofcharleston.org .	
Please list all social media links.	



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We certify that _____ (Business Name) practices equal employment opportunity and is in compliance with IRCA and has included all enclosures listed below with this application.

Authorized Vendor Signature	
Title	
Printed Vendor Signature	
Date	
Business Name	
Business & Occupation Tax Account Number	

NOTE: All vendors must be registered and in compliance with the City Collector’s Office. Contact the City Collector’s Office at 304-348-8024 or vendorquestions@cityofcharleston.org for business and vendor registration requirements. No contract/business will be awarded to a company with a delinquent tax status with the City Collector’s Office.

In addition, all vendors must provide Brittany Knox, Special Events Coordinator, with Collector’s Office renewed business license and all food vendors must provide a renewed Health Department certification after June 30, 2022.

APPLICATION IS NOT COMPLETE WITHOUT:

- Signed and completed application
- Photo of booth set up or truck with dimensions
- Liability Insurance certificate & Hold Harmless
- Food Vendors - Proposed menu with pricing
- Retail Vendors – List of products with pricing
- Food Vendors - Health Department certificate
- Signed Acknowledgement of CFD Requirements for Outdoor Events

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED