



2019 APPLICATION

Thursday, June 6 & Sept. 12

COMMUNITY MERCHANDISE VENDOR APPLICATION

University City District (UCD) and the Baltimore Avenue Business Association are excited to announce the return of the Baltimore Avenue Dollar Stroll on **Thursday, June 6 and Thursday, September 12, 2019**. The event draws thousands of neighbors and visitors to enjoy \$1 specials from participating vendors. Beginning in 2019, UCD will accept applications from community merchandise vendors to vend at the event as official participants. The purpose of selecting official vendors is to ensure all vendors are in compliance with the City of Philadelphia's Office of Special Events regulations and aren't at risk of being shut down by the Philadelphia Department of Licenses & Inspection (L&I) during the event. Selected vendors will be included on maps and marketing materials for the event.

Why should you sign up as an official participant? Official participants benefit from UCD's extensive marketing and publicity efforts to promote the Stroll. You will receive placement on our website, in our advertisements, on our social media accounts, and on the maps we distribute to the thousands of visitors at the event.

Please note that **only** vendors selected by University City District and approved by the City of Philadelphia's Office of Special Events will be able to operate at this event. **All others without prior approval will not be able to vend during the event, and vendors who set up without being named an approved participant are in danger of being shut down by License and Inspections.** Please note, **only** vendors in good standings with the Department of Revenue will be considered, per the permitting requirements of the City of Philadelphia Department of Licenses and Inspections. Priority will be given to vendors based within the 5 zip codes of West Philadelphia (19104, 19131, 19139, 19143, or 19151). Previous vending at the Baltimore Avenue Dollar Strolls does not guarantee your spot.

In order to be considered as a vendor, please fill out the attached Baltimore Avenue Dollar Stroll Participation Application Form and return to UCD no later than April 15, 2019. Upon approval, selected vendors must pay UCD a \$65 participation fee*.

**Fees cover just a small portion of the cost of collateral material, event infrastructure and programmatic elements which are provided by University City District. UCD will work with promotional partners on print advertising, and will utilize social media (Facebook, Twitter, Instagram) and targeted email lists to get the word out to promote the event.*

Before applying, please note the following:

- All vendors must sell a minimum of one item at a \$1 price point. Items at higher price points can be sold at higher price points, but please be advised people come to the Stroll looking for \$1 deals.
- Priority will be given to vendors based on quality, originality, variety, and price point of products.
- Table displays/set-ups will be limited to a 10'x10' footprint. Vendor locations will be determined by UCD and printed on event maps.
- Final selection and approval of vendors is at the full discretion of UCD.
- All applicants must provide a Commercial Activity License number and City of Philadelphia Tax ID number, per the City of Philadelphia's Office of Special Events vending requirements. Applicants without this information will not be considered. For more information on obtaining a Commercial Activity License number, please visit <https://business.phila.gov/commercial-activity-license-city-of-philadelphia-tax-id/>. For more information on obtaining a Philadelphia Tax ID number, please visit: <https://business.phila.gov/business-income-and-receipts-tax/>.

I hope you will join us for another exciting season of the Baltimore Avenue Dollar Stroll. If you have any questions, please do not hesitate to contact me at 215-243-0555 or margaret@universitycity.org.

Sincerely,

Margaret Starke | UCD Event Planner

COMMUNITY MERCHANDISE VENDOR APPLICATION

PLEASE LIST YOUR BUSINESS AS YOU WOULD LIKE IT LISTED IN THE DOLLAR STROLL MARKETING MATERIALS

Name of Vendor/Business (if applicable): _____

Contact Person: _____ Cell Phone: _____

Commercial Activity License Number: _____

Philadelphia Business Income & Receipts Tax Number, or EIN*: _____

**Please note, only vendors in good standings with the Department of Revenue will be considered, per the permitting requirements of the City of Philadelphia Office of Special Events Vending requirements*

Address: _____

E-mail Address: _____ Website (if applicable): _____

BEST WAY TO CONTACT YOU: EMAIL PHONE

INTERESTED IN*: June 6 September 12

**Please note selection for June 6 does not guarantee selection for a vending spot for September 12. Applicants will be notified which date(s) they are selected to vend.*

Tell us about what you make, in as few words as possible. What materials and methods do you use to produce your work?

The \$1 item(s) I plan to offer described in full here:

Additional item(s) I plan to offer described in full here:

If selected, I understand that in order to participate, I **MUST AGREE** to the following guidelines for the Baltimore Avenue Dollar Stroll promotion:

1. **Offer at least one item for \$1 during the event.** If you're not sure how to make items work for a \$1 price point, just ask, we're happy to help make suggestions! You're welcome to offer more items at a higher price point, but please make note that most Stroll attendees come looking for a \$1 deal.
2. **Work with UCD and License and Inspections to ensure my business is in compliance with vending regulations outlined by The City of Philadelphia's Office of Special Events:**
3. **Maintain any structures** placed on the public right of way in a safe manner so as not to present a physical threat to pedestrians traversing the public way in the vicinity of said structures;
4. **Hold harmless:** In consideration for the participation in the Baltimore Avenue Dollar Stroll, the participant agrees to indemnify and hold the University City District, its officers, agents, sponsoring organizations and their directors, officers, employees, agents and volunteers from any responsibility, personal liability, claims, loss or damages arising out of or in conjunction with my application and participation in the Baltimore Avenue Dollar Stroll;
5. **Provide copy of insurance:** All participating businesses shall submit proof of insurance (and maintain a minimum of \$1,000,000 liability) to UCD. In addition, we ask that you add University City District as an additional insured during the course of the promotion and provide us a copy of that certificate;
6. **Pay a participation fee of \$65 via check made out to University City District upon approval of application.**

By signing below, I agree to all of the above general guidelines and licensing requirements.

Signature _____ Date _____