

“Movie Nights at The Frame” - Vendor Information 2023

What: Friends of The Frame will present a weekly event series at the newly opened Moran Frame. Featuring outdoor film screenings, local food & beverage, lawn games, and perhaps an occasional surprise this will be an ideal setting for people of all ages to connect, enjoy a beautiful sunset, and kick off the weekend a day early.

When: Thursday evenings from June 29th - September 14th, 2023. 5:30pm setup, 6-9pm service for food vendors, 6-10:30pm service for alcohol vendors.

Where: The Moran Frame (aka “The Frame”) – 1 Lake Street, Burlington, VT 05401

Expected attendance: This is a new event series, so we will likely see attendance start on the lower end and increase over the course of the summer. We are targeting an average attendance of 100-150 people per event for the 2023 season.

Parking: Food and beverage vendors will have vehicle access to the site for loading purposes only. Food trucks will be permitted to set up onsite within a designated area, but any additional vehicles (cars, vans, small trucks) will need to utilize public parking options.

Power hookups: There are only two (2) 20 amp GFCI duplex receptacles available for vendor use. **If you will require a power hookup please let Zach know as soon as possible (zach@friendsoftheframe.org)**

Diesel generators: The use of diesel generators will not be permitted at this event.

Rain out protocol: In the event of a rain out the event will be canceled for that week. Friends of The Frame will make a concerted effort to give vendors as much notice as possible – hopefully at a minimum several hours before the scheduled start time of the event.

Vendor fees: This is a new event series, and a new event location for Burlington. Our primary goal this year is to bring people to The Frame and give them a great experience so that they want to come back again – and that goes for vendors as well! For that reason we have decided not to collect any fees from vendors. Thanks for helping to make this event awesome!

Insurance and licensing: The following will be required from all vendors prior to the event:

1. A certificate of insurance (COI). See attached “*Insurance Requirements Packet*” from BPRW (NOTE: the Liquor Liability coverage requirement applies only to alcohol vendors)
ALL COI’s MUST INCLUDE THE EVENT NAME, DATE(S), AND SITE IN THE DESCRIPTION SECTION
2. An up-to-date copy of your retail food license from the Vermont Department of Health **(food vendors only)**
3. Proof that you currently hold a Burlington peddler license **(food vendors only)**
4. An up-to-date copy of the training certificate for any person involved in preparation or service
5. A signed City of Burlington Vendor Agreement Form **(a new form must be completed for every event)** – a blank form is attached at the end of this packet

Alcohol permits: The following will be required from all alcohol vendors prior to the event:

1. Apply for and obtain a Special Event Permit from the State of Vermont through the Department of Liquor and Lottery online portal

> Beverage Alcohol for Bars, Restaurants, Hotels, Caterers etc.	
> Retail Stores for Beverage Alcohol, Tobacco, or Lottery	
▼ Vermont Manufacturer of Beverage Alcohol	
License to Manufacture or Rectify Malt, Vinous, or Spirituous Beverages	A Manufacturer's or Rectifier's License allows the license holder to produce beverage alcohol.
Solicitor's License	A Solicitor's License allows the holder to represent a vendor, manufacturer, or other employer by canvassing and soliciting orders from licensed establishments.
Manufacturer Permit to Purchase Alcohol/Spirits	Licensed Manufacturer should use this form when purchasing and/or importing bulk quantities of alcohol from another manufacturer.
Fourth Class License	A Fourth Class License allows a licensed Manufacturer or Rectifier to provide samples and to sell closed containers of their products with certain restrictions.
Direct Ship Vinous or Malt	Direct Ship License is required for a manufacturer to ship beverage alcohol (except spirits) to Vermont Consumers.
Special Event Permit	A Special Event Permit allows a licensed Manufacturer or Rectifier to provide samples and sell their products at a special event.
Farmer's Market Permit	A Farmer's Market Permit allows a Vermont licensed manufacturer to provide samples and sell their products at Vermont Farmer's Markets.
Beverage Alcohol Tasting Permit	Beverage Alcohol Tasting Permit allows a Second Class Licensee, Licensed Manufacturer/Rectifier of vinous/malt/ or Ready-to-Drink Spirit beverages, and Licensed Wholesale Dealer License to serve wine or beer or Ready-to-Drink Spirit beverages in limited tasting sizes at allowable licensed locations.
Bottler's License for Malt, Vinous, or Spirituous Beverage	A Bottler's License allows a bottler to package other licensed manufacturers products.
> Out-of-State Manufacturers	

EACH VENDOR MUST OBTAIN THEIR OWN PERMIT FOR EACH INDIVIDUAL EVENT!



Event Insurance Requirements

The City of Burlington Requires The Following Coverage For Events On Any City Owned Property

- **Commercial General Liability:**

Bodily Injury \$1,000,000.00 each occurrence and \$2,000,000.0 in aggregate

- **Property Damage:**

\$1,000,000.00 each occurrence and \$2,000,000.00 in aggregate

- **Automobile Liability (if Automobiles involved):**

Combined Single Limit \$1,000,000.00 each accident

- **Workers Compensation and Employers' Liability Insurance**

- **Alcohol or "Liquor" Liability (if applicable):**

\$1,000,000.00 each occurrence and \$2,000,000.0 in aggregate

- Coupled with the coverage, the City of Burlington also requires that the Certificate of Liability Insurance (COI) name the City of Burlington as " Additionally Insured" and marked as such.
- Certificate (COI) must be date and location specific as well as name the event. (see attached sample COI)
- City of Burlington must be named as the "Certificate Holder" in addition and separate from being named Additionally Insured (see attached sample COI)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

PRODUCER Agency Name Agency Address	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED Subcontractor/Vendor/Business Name	INSURER A: Name of Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
	<input checked="" type="checkbox"/>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	Policy Number	Effective Date	Expiration Date	EACH OCCURENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
						MED EXP (Any one person)	\$5,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$2,000,000
							\$
	<input checked="" type="checkbox"/>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	Policy Number	Effective Date	Expiration Date	COMBINED SINGLE LIMIT (Each Occurrence)	\$1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN EA ACC	\$
						AUTO ONLY: AGG	\$
	<input type="checkbox"/>	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURENCE	\$
						AGGREGATE	\$
							\$
							\$
	<input type="checkbox"/>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Policy Number	Effective Date	Expiration Date	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$100,000
						E.L. DISEASE - EA EMPLOYEE	\$100,000
						E.L. DISEASE - POLICY LIMIT	\$500,000
	<input checked="" type="checkbox"/>	Liquor Liability		Effective Date	Expiration Date		Each Occ \$1Mill Gen Agg \$2mill

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The City of Burlington is listed or included as additional insured with regard to the general liability and automobile liability policies, as required by written contract or agreement.

CERTIFICATE HOLDER

City of Burlington
 Department of Parks and Recreation
 149 Church Street
 Burlington, VT 05401

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.



**City of Burlington, Department of Parks & Recreation
VENDOR/EXHIBITOR/BOOTH AGREEMENT and Indemnification Form**

SPECIAL EVENT: _____
NAME OF BUSINESS: _____
NAME OF OWNER: _____
CONTACT PERSON: _____
TELEPHONE NUMBER _____
BUSINESS ADDRESS: _____
DESCRIPTION OF GOODS/SERVICES _____
FEDERAL IDENTIFICATION # _____ (attach copy)
DATE & TIMES REQUESTED _____

ABSOLUTELY EACH EVENT VENDOR MUST SUPPLY THE DEPARTMENT WITH PROOF OF INSURANCE FOR ONE MILLION (\$1,000,000) DOLLARS / TWO MILLION (\$2,000,000) DOLLARS IN AGGREGATE NAMING THE CITY OF BURLINGTON AS "ADDITIONAL INSURED" (NOT ONLY LISTED AS CERTIFICATE HOLDER!) SEE "EVENTS INSURANCE REQUIREMENT" DOCUMENT. PLEASE EMAIL TO EVENT PRODUCER.

NOTE: Should the "additional insured" in favor of the City of Burlington be granted under the automatic "additional insured" via **written contract or agreement** endorsement, the contract must be verified with the vendor's insurer as "acceptable". Otherwise an individual "additional insured" endorsement will be required.

Vendor further agrees in any event to indemnify, hold harmless and defend the City of Burlington, its appointed or elected officials, employees, and volunteers from any and all claims, actions, and judgments, including all costs of defense and attorney's fees incurred in defending against same arising from and related to vendors, its employees or volunteers actions.

Vendor signature required: _____

Please complete this section if applicable:

THIS AGREEMENT AND PERMIT APPLICATION MUST BE SIGNED BY BOTH EVENT SPONSOR AND THE PARKS AND RECREATION REPRESENTATIVE TO BE VALID.

I, _____, (vendor signature required) am presently licensed to operate by the Vermont State Board of Health and am presently registered on the Burlington 2% Gross Receipts Tax list (for food and beverage sales only. Please register at City Hall. Information at 865-7011). I further agree to follow the above insurance terms and all other applicable rules and regulations.

The State of Vermont requires a fair stand license seasonally except for one day per month. Please check with the state Health Office for compliance: 802-863-7221

*******NOTE***** Insurance certificate and this filled out form should be emailed to the event Producer to be forwarded to Burlington Parks Recreation and Waterfont.**