

Vendor Information



riverfront
SPOKANE

Welcome to Riverfront Spokane!

Welcome to Riverfront events! We are Spokane's premiere, outdoor event venue located at the heart of downtown Spokane. Riverfront is equipped to handle a wide range of events and can accommodate both public and private gatherings. Please carefully review the following vendor guidelines and discuss questions with your event organizer.

Vendor General Rules of Conduct

The following rules apply to all vendors including but not limited to entertainment, equipment rentals, services, informational, merchandise and food sales.

1. Use caution when activating near flowerbeds, art installations, trees, water features, buildings, and furniture. A perimeter of 5 feet is required around all trees for the staging of equipment, chairs, tables, etc., and must remain at least 3 feet from public art, flowerbeds and buildings.
2. Vendors shall not dig, stake or otherwise penetrate the ground with post, stick, rod or other object of any kind. Riverfront has an extensive network of irrigation, drain, water and electrical lines, as well as other infrastructure that could be damaged by such actions.
3. In the event that Riverfront property is jeopardized or damaged, vendors are expected to contact an RFP representative, Park Ranger, or the Event Coordinator immediately.
4. Glass (bottles, glassware, etc.) shall NOT be distributed to the public or guests at Riverfront Park for on-site consumption of food or drink.
5. Vendors are responsible for providing their own pop-up tent/booth and weights. Each tent must be weighted immediately upon set up with sufficient weight (minimum 25 lbs.) on each leg to prevent movement by a weather event. Vendors attempting to operate at the park without the appropriate weights will be asked to collapse their tent or booth.
6. Vendors are required to post adequate signage with business name clearly displayed. Vendors will post the prices of their products. All vendors are required to collect, report, and pay all applicable sales tax.
7. Signs, flyers, posters, etc. may not be nailed, stapled, bungee corded, or otherwise attached to any park structure natural or man-made.
8. Vendors utilizing electricity must bring their own extension cords, black cord covers, and follow directions of Riverfront staff during set up. Limited electrical access (110 AC) may

be available depending on the location of your activity. Check with your event organizer to inquire whether electrical access will be provided as part of your activation.

9. Vendors agree to professional conduct at all times while on premises and shall refrain from use of profanity and derogatory language. Vendors shall not consume alcoholic beverages while operating at the park. Consuming alcoholic beverages by vendors while serving the public or outside of a designated alcohol service area is strictly forbidden. In addition, the City of Spokane's Tobacco-Free Park Zones policy establishes tobacco free zones at large events and bans smoking/vaping in the public, outdoor-seating areas.
10. Riverfront has the authority to cancel in the event of extreme weather.
11. Vendors are required to remove all garbage associated with event activation (example: boxes/packaging). Check with your event organizer regarding available, prearranged waste receptacle. Vendor waste may not be disposed of in the public trash cans. Vendors may be required to walk-through the site with a Riverfront event representative upon event conclusion.
12. Vendor are required to follow Riverfront staff instructions during booth set up and removal; including load in/out times, site location, and assigned vehicle routes. Booth locations must be approved by Riverfront.
13. Vendors must operate all hours of the event and may not leave prior to closure of the event. Vendors must remain at their assigned location. Roaming the site or selling from multiple locations within Riverfront without prior approval is not permitted and may result in removal from the event without refund.
14. The use of generators is discouraged at Riverfront in order to minimize excess noise. If site placement requires the use of a generator, this must be preapproved by Riverfront. If approved, the generator may require an inspection to acquire a permit to operate on park grounds.
15. Parking fees are not covered by Riverfront. Please encourage staff to carpool whenever possible or access area surface lots/street parking.
16. Vehicles access is permitted on a limited basis. Check with your event organizer for specific vehicle access options. Vendors accessing the park must adhere to the following VEHICLE ACCESS GUIDELINES to ensure safety of all patrons, guests, and Riverfront property.
 - a. Vendors must inform the event organizer if a vehicle is necessary for load in and load out. Only vehicles on the vendor check-in list will be granted access into the park.
 - b. Vehicles may require a valid vehicle permit. Check with your event organizer for specific permit requirements.

- c. Load in and load out must take place in accordance with pre-arranged schedules, routes, and procedures provided in advance by RFS/Licensee. Failure to arrive at the appointed time may result in a loss of vehicular access. Please note special permission must be granted for any use of the service alley or loading/unloading from the surrounding city streets.
- d. Vehicles must promptly leave the park once a delivery or pick-up has been made. The exception will be those vehicles that have written approval to remain on-site for the event. Vehicles which remain on site without approval will be subject to parking citations and/or civil infractions.
- e. All vehicles must remain on designated pathways only. Vehicle traffic on any grassed areas is strictly forbidden. All vehicles are subject to fines and fees up to and including civil infractions.
- f. Vehicles must drive within pre-established pathway at no speed greater than 5 MPH, with emergency flashers on at all times.
- g. All vehicles shall use vehicle back-up standard alarms or have another person guide when backing up.
- h. Operators are responsible for vehicles and personal belongings. RFS is not responsible for any vehicles or their contents.
- i. Pedestrians have the right-of-way.
- j. Operators shall not alter or modify park property, including landscape features, to provide vehicle access or parking.

17. The City of Spokane requires insurance coverage for event organizers including coverage for associated event vendors, contractors, subcontractors and volunteers. Without evidence of this coverage, no activity will be permitted on Park grounds. Licensees, contractors and vendors must meet the City's insurance requirements. Required coverage may include the following:

- General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. It shall provide that the City, its agents, officers and employees are Additional Insured but only with respect to the vendor's services to be provided.
- Workers' Compensation Insurance in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers. Refer to <http://apps.leg.wa.gov/RCW/default.aspx?cite=51.12.020>
- Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles.
- Certificate holder must be listed as:

City of Spokane

808 W. Spokane Falls Blvd.
Spokane WA, 99201

Vendors must keep all insurance information up to date and submit current certificates to Riverfront staff.

18. The City of Spokane is not responsible for loss or damage of supplies, equipment or other property.

Food Vendors

1. Food vendor booths, trucks, and catering activations must have a clean and professional appearance. Banners, tents, canopies, skirting, etc., must have a professional and clean appearance free of stains or damage.
2. Food vendors are responsible for maintaining a clean operation during the event and must remove all supplies and equipment immediately following event closure. The City of Spokane is not responsible for loss or damage of supplies, equipment or other property, which is under the sole care and control of the food vendor.
3. Removal of leftover materials including ice, foodstuff, grease, oil, catering trash, etc. is the sole responsibility of the vendor. The vendor must remove all waste from Riverfront unless the event coordinator has provided a dedicated trash receptacle. If a receptacle has been arranged by the event organizer, vendors will be responsible for carting waste to the prearranged location. Riverfront does NOT have trash facilities or dumpsters exclusively for food trash disposables. Trash must be doubled bagged, not overloaded, and may not be excessively heavy to prevent tearing and dripping. Trash cans and liners are to be provided by the food vendor, unless otherwise arranged by the event coordinator.
4. All menus must be clearly marked and include price and product description.
5. All city, county and state health regulations must be followed. Food vendors must provide adequate facilities to keep hot and cold foods at prescribed temperatures, as per the Spokane Regional Health District.
6. Riverfront Spokane has an exclusive pouring rights contract with Swire Coca-Cola. Vendors who desire to sell beverages such as soda pop, juices, energy drinks, sports drinks and water are required to purchase Coca-Cola products from Riverfront Spokane. The beverage order form is available [here](#). Beverages excluded from this requirement are alcoholic beverages, drip coffee, loose leaf/hot tea, milk, hot chocolate and juice squeezed from fresh fruit.
7. Spokane Fire Department requirements for the use of propane tanks, generators, and grills must be adhered to at all times. All necessary inspections and permits must be up to date at the time of the event. Vendors who require the use of propane tanks, generators, and grills must state so on the application. Visit <https://my.spokanecity.org/fire/prevention/permits>

or call (509) 625-7041 for additional details.

8. All food vendors must have a valid permit to operate from Spokane Regional Health District, and recent Health Inspection Reports on file with Riverfront Spokane.

- Caterers and food trucks from other counties or states also need to be permitted by Spokane Regional Health District in order to operate in Spokane County. Caterers and food trucks are required to go through plan review, pre-operational inspections, as well as routine inspections.

For reference: <https://srhd.org/>

- Temporary food vendors, such as food booths or other food purveyors that participate in park events only, reference: <https://srhd.org/cards-permits-inspections/temporary-food-establishment-permit-application/step-1>

9. Riverfront Spokane does not issue liquor licenses. In order to serve alcohol at a private event within the park, vendor/organizer must have a Caterers Permit issued by the Washington State Liquor and Cannabis Board (WSLCB). In order to serve beer and/or wine under a Caterers Permit Riverfront must convey this prior authorization in writing. In all cases, bartenders must be Mandatory Alcohol Server Training (MAST) certified.

- Anyone who serves an alcoholic beverage to an intoxicated person or minor can be held personally liable under state tort law for the acts of an intoxicated individual.

10. All city, county and state business regulations must be followed.

Market Vendors

1. All booths must have a clean and professional appearance. Any banners, tents, canopies, skirting, etc. are required to be clean and free from stains or damage. Vendor staff must be professional in both appearance and attitude.
2. Market vendors are responsible for all materials brought into RFS. Vendors are responsible for cleanup during and after the event, and breakdown their booth immediately following event closure. All supplies and equipment must be removed from RFS immediately following the event. The City of Spokane is not responsible for any loss or damage of supplies, equipment or any other property, which is under the sole care and control of the vendor.
3. Market vendors must provide their own tables, extension cords, cord covers and follow directions of RFS staff during set up and tear down.
4. Vendors who wish to access the park via vehicle to unload materials are required to hold the following business liability coverage:
 - a. General Liability Insurance on an occurrence basis with a combined single limit of not less than \$1,000,000 each occurrence for Bodily Injury and Property Damage. It

shall provide that the City, its agents, officers and employees are Additional Insured but only with respect to the vendor's services to be provided.

b. Certificate holder must be listed as:

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808 W. Spokane Falls Blvd.
Spokane WA, 99201

5. All city, county and state business regulations must be followed.

Business Registration - Spokane Municipal Code Section 08.01.070

No person may engage in business in the City or with the City without first obtaining a business license. Annual business licenses shall be issued and registered through the Washington State Department of Revenue's Business Licensing Service (BLS). Any temporary registrations, to include itinerant vendor registrations, shall be issued and registered by the City of Spokane taxes and licenses department. Persons whose activities fall within the definition of SMC 10.40.010 must obtain an "itinerant vendor" permit as provided in SMC 10.40.010, in addition to a business registration.

For more information on the business registration process and to register your business, visit [Doing Business in Spokane - City of Spokane, Washington \(spokanecity.org\)](http://spokanecity.org/Doing-Business-in-Spokane)

Event Coordination Process

Events at Riverfront may be produced either by Riverfront staff and the City of Spokane (example: Riverfront Market, 4th of July Celebration, Riverfront Moves), or by third party organizers (example: Hoopfest, Pig out in the Park, Unity in the Community). Coordination processes will vary based on the entity that is producing the event. All vendors will receive an event-specific Vendor Registration Form from the event organizer.

Check with your organizer if you have specific questions regarding insurance, vehicle access, vendor fees, power access, waste disposal, etc.

Riverfront Spokane Event:

Events planned by Riverfront Spokane.

1. Riverfront determines application timeline and event itinerary. Riverfront determines vendor fees and issues invoices. Vendors must have all required submittals and fees before the event.
2. Riverfront event staff will communicate directly with vendors and provide the following:
 - a. Event-specific Vendor Registration Form

- b. Event itinerary
- c. Site map with assigned booth location
- d. Load in/load out details and access route
- e. All event specific information, including waste disposal plan

Licensee Event:

An event brought to the park by a third party organizer/licensee.

1. Vendors are contacted by third party event organizer
2. Participation fees are determined by the organizer (no fees paid directly to Riverfront).
3. Individual vendors are not required to provide a certificate of insurance unless requested by organizer. Event organizer will be required to meet insurance requirements.
4. Vendors will receive all event information from the organizer including:
 - a. Event-specific Vendor Registration Form
 - b. Site map with assigned booth location
 - c. Load in/Load out details and route
 - d. All event specific information, including waste disposal plan

Riverfront Spokane Contact Information

Administrative Office

Riverfront Spokane
574 N. Howard
Spokane, WA 99201

Riverfront Spokane Staff Directory:

Jon Moog, Director of Riverfront Spokane

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Amy Lindsey, Riverfront Spokane Programming & Marketing Manager

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Jill Reeves, Community Engagement Manager

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509-625-6641

Dawn Frey, Sales and Event Manager

Park Reservations & Special Events/Weddings

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509-625-6660

Lori Maher, Sales and Event Manager

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Matt Russell, Sales and Event Manager

mrussell@spokanecity.org

Roni Wenz, Event Specialist (and QVP Manager)

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509-202-3138

Alexia Palafox, Event Specialist (and QVP Manager)

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