



## Dover Comic Con 2020 Food Vendor Application

Saturday, August 15, 2020

10:00 AM-4:00 PM

Legislative Mall

Martin Luther King Blvd, North

Dover, DE 19901

**This is a rain or shine event!**

The Dover Comic Con is a FREE indoor/outdoor, rain or shine festival with different activities and events.

"A comic book convention, or comic con, is an event with a primary focus on comic books and comic book culture, in which comic book fans gather to meet creators, experts, and each other. It features a wide variety of activities and panels, with attendees often participating in cosplay (costume play). Comic book conventions are also used as a vehicle for publishers, distributors, and retailers to represent their comic related releases."

Dover Comic Con was first held in 2014; 1,500 people attended. Since then, 10,000 people have attended every year.

**Will we see you in 2020?**

Vendor space is limited. The deadline for submission of the Food Vendor Application is **June 1, 2020 or until all vendor spaces are filled.**



**Dover Comic Con 2020**  
**Food Vendor Application Form**  
 (Limited number of spaces available)  
 Saturday, August 15, 2020  
 Rain or Shine, No Refunds  
 Downtown Dover, Delaware  
 Presented by:  
 Delaware State News

Food Vendor	Total Fee
10x15	\$250
10x25	\$350
10x35	\$450

**Payment Due at time of application include check with application**  
 Make Checks Payable to Delaware State News

Business Name (As it should appear in marketing): \_\_\_\_\_

Vendor Contact: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Describe your menu:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you a food truck:  Yes  No      If not, what is your set up? \_\_\_\_\_

Serving side window:  Passenger Side  Driver Side

What is the size of space you require?       10 x 15 (\$250)

10 x 25 (\$350)

10 x 35 (\$450)

Vendors must be set up between the hours of 7:30 and 9:30 AM. You must be totally set up and ready to do business no later than 9:45 AM. Vendors arriving after 9:30 AM will not be permitted to set up.

The event hours are 10:00 AM – 4:00 PM. Take down must be completed no later than 5:00 PM. Below are the requirements:

I agree to provide my own vehicle, table, chair, and/or tent necessary to cook/serve my products. The only thing I am renting is space and the ability to sell my product. I understand that it is rain or shine and there is a no-refund policy. No electric is available; generators are permitted as long as they are not too noisy to be considered a nuisance.

The event producers reserve the right to accept or not accept any applicants for any reason and reserve the right to move your exhibitor location even on the day of the event, if necessary, for the benefit of the event.

The Delaware State News, the City of Dover, the Dover Public Library, the Dover Library Foundation, participating vendors, as well as all employees, and volunteers are not liable for any damage to your merchandise, equipment, vehicle or persons working at your display. By signing below, I agree to these conditions.

My signature on this form binds me to the rules and requirements of this event. I understand that it is rain or shine and there are no refunds.

**Your signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Checklist of forms to be submitted:**

- Food Vendor Application
- Dover Comic Con 2020 Food Vendor Regulations (initialized by you)
- Food Voucher Program Form
- Certificate of Insurance
- Required Health Certificates & Permits

**Please complete this form and mail with 100% payment to the Delaware State News. Once your application is reviewed, we will confirm your acceptance. Note: The space has sold out very early for this event the past two years. We highly suggest completing your paperwork and submitting payment as soon as possible for this popular event.**

**Make checks payable to the Delaware State News and send them into our office.**

**Attn to: Sharon Harvey  
Delaware State News  
110 Galaxy Drive  
Dover, DE 19901**

### Dover Comic Con 2020 Food Vendor Regulations

- Food vendors wishing to offer food or refreshment sales at Dover Comic Con 2020 must submit an application with payment in full, prior to the deadline. Applicants will be notified of the receipt of their application and its status.
- Food vendors must have and display all applicable permits including Delaware Health and Social Services permits and Kent County Health Department rules and regulations. Board of Health Certificates must state the **August 15, 2020 date**.
- Food vendors must provide a Certificate of Liability Insurance and list Independent Newsmedia Inc. as an additional insured.
- All applications must include a list of items for sale.
- An applicant may not submit an application on behalf of another vendor or submit an application under an assumed name.
- Applications are accepted on a first-come, first-served basis. Vendor space is limited. The Comic Con committee aims to provide a variety of food and beverage offerings for festival attendees.
- Food vendor set-up and check-in is from **7:00 AM until 9:30 AM**. Exhibitor vehicles must be off the closed streets by 9:30 AM. Vendors arriving after 9:30 AM will not be allowed entrance. All vendors must be set up by 9:45 AM.
- The event begins at 10:00 AM. Parking for vendor vehicles will be provided. Vehicles are not allowed on Festival grounds.
- Food vendors must be staffed from 10:00 AM until 4:00 PM.
- Vendors may begin tear-down at 4:00 PM. All vendors must vacate the festival site no later than 5:00 PM.
- Assignment of the vendor location is at the sole discretion of the Comic Con committee.
- Power/Water: Vendors are responsible for all power sources, power cords, cord protection, tables, tents, signage, etc. necessary for the successful operation of the business.
- LOUD generators will not be permitted.
- Tents may not be staked into the concrete, pavement and/or grassy areas.
- Only vendors who apply for food or beverages sales may sell or otherwise distribute food, food products or beverages during the festival.
- There is no Electric or Water available.
- Food vendors who are cooking on site must have a fire extinguisher in their booth.
- All vendors shall be responsible for the actions of their employees and/or agents.
- All vendors are responsible for cleaning up their booths at the end of the festival. Vendors shall remove their own trash, including cooking grease, boxes, charcoal, pallets, cinder blocks, etc. The dumping of grease is not permitted.

Please initial that you have read & understand the above & include with completed application: \_\_\_\_\_



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**Food Voucher Program**

As a thank you to the Comic Con2020 staff and volunteers, Comic Con provides a Food Voucher to each staff member and volunteer who works a certain number of hours at the festival. The voucher is valued \$7.50 Any cost of a meal or refreshments purchased that exceeds \$7.50 is to be paid by the staff member or volunteer presenting the Voucher.

At the end of the festival, a representative of the Delaware State News and/or Comic Con2020 will collect these from you and payment will be mailed to you for the Vouchers you have received.

I would like to participate in the Food Voucher Program:  Yes  
 No

Vendor Contact: \_\_\_\_\_

Name of Business/Company: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Your signature: \_\_\_\_\_