



Liberation Day Committee

CTC Building, 2799 Teer Drive, Suite A, Oleai
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CONCESSION VENDOR APPLICATION

Mark one below for type of concessionaire being applied for:

Food

Non-alcoholic beverages only

Alcoholic beverages

Retail

Games

Vendor Type	Vendor Fee
Food	\$600.00
Non-alcoholic beverages	\$300.00
Alcoholic Beverages	\$3,000.00
Games	\$300.00
Retail	\$300.00

Any information left blank may be cause for an incomplete application. Please review to ensure all required information below has been completed.

Name of Applicant: _____

Doing Business as (DBA): _____

Concession Type: _____

Names of Team Lead: _____

Primary Phone No. : _____

Secondary Phone No. : _____

Mailing Address: _____

Email Address (REQUIRED): _____

CONCESSION AGREEMENT

2023 This Concession Agreement “Agreement” is made on this _____ day of this month _____ by and between the Office of the Mayor of Saipan, the 2023 Liberation Day Committee collectively “Committee” and “Concessionaire”.

WHEREAS, the Office of the Mayor of Saipan ("MOS") is charged with the responsibility to organize, operate, and implement festivities commemorating the liberation of the people of Saipan after the Battle of Saipan in World War II;

WHEREAS, Municipal Ordinance No. 86 (approved on 16 January 1968) charged the Office of the Mayor of Saipan with the responsibility to appoint and supervise the Committee to assist the Mayor of Saipan plan, organizing, and overseeing the celebration of the Fourth of July Liberation Day event;

WHEREAS, the purpose of the rules and regulations contained in this Agreement is to provide a standard for the operation of the 2023 Fourth of July Liberation Day concession activities, so as to ensure and promote a safe, cheerful, and memorable celebration;

NOW, THEREFORE, the Committee and Concessionaire agree to abide by the rules and regulations set forth below and to do so at all times during the effective date of this Agreement:

1. APPLICATION FOR CONCESSION LICENSE:

Any person or entity who wishes to operate a concession during the 2023 Fourth of July Liberation Day festivities must first apply for and be issued a concession license. In order to apply, an applicant must submit a completed application form provided by the Committee. Applications will be reviewed on a first come, first serve basis, and will be closed off for consideration once available slots have been filled.

2. APPLICATION FEE FOR FOOD, ALCOHOLIC AND NON-ALCOHOLIC BEVERAGE ONLY, RETAIL AND GAME CONCESSION STANDS:

No more than 40 concession licenses shall be issued to concessionaires to operate within the alcohol and non-alcohol concession restricted area. No more than 25 concession stalls shall be available in the food concession-restricted area.

Food concession-restricted area. An applicant licensed to operate a food concession stand, shall pay \$600.00

Alcohol concession-restricted area. An applicant licensed to operate an alcohol concession shall pay \$3,000.00

Non-alcohol-restricted area. An applicant licensed to operate a non-alcohol concession (non-alcohol beverages only, retail items, game booths) shall pay an application fee of \$300.00

An alcohol and non-alcohol beverage only concessionaire shall be limited to selling

alcoholic and non- alcoholic beverages, like bottled water, canned sodas, bottled flavor non-alcoholic drinks, and other non-alcoholic beverages. An alcohol and non-alcohol beverage only concessionaire is not permitted or licensed to sell food items, including but not limited to, hot foods, sandwiches, snacks, chasers, etc.

3. APPLICATION AND LICENSE TO SELL PAYMENTS:

Payments must be made before a license may be issued. Payments must be made to: **Liberation Day Committee.**

4. DECISION ON APPLICATIONS:

The Committee will determine which concession applications are approved within five (5) working days of the deadline for submission. Each approved applicant will be notified of its approval or denial by telephone call or emailed correspondence. An approved applicant may not begin the operation of its concession until issued a concession license by the Committee.

5. ISSUANCE OF CONCESSION LICENSE:

The Committee will issue a concession license to an approved applicant upon its submission of all required forms, documents, permits, licenses, certificates, fees, etc., as listed by this Agreement, or as requested by the Committee.

In order to keep its concession license, Concessionaire must adhere to applicable laws and regulations requiring food handlers to attend workshops for licensing, inspection visits to sites, etc. Concessionaire may be requested to display proof of concession licensing at any time during the 2023 Fourth of July Liberation Day festivities by the Committee or other government agency.

Concessionaire may cancel or terminate its concession license at any time after issuance. Upon cancellation or termination of the concession license by the Concessionaire, Concessionaire shall physically vacate the concession space by removing all personal property from the concession space and shall cease entering, using, and occupying the space.

6. DURATION OF FESTIVITIES:

The 2023 Fourth of July Liberation Day festivities is scheduled to commence on Saturday, July 1st, 2023, and will conclude on Saturday, July 22nd, 2023.

Festivity hours are as follows: Thursdays and Sundays 5:30 PM to 10:00 PM, and Fridays and Saturdays 5:30 PM to 12:00 AM. On Tuesday, July 4th, 2023, festivities will open at 10:00 AM and close at 10:00 PM.

The time period during which the 2023 Fourth of July Liberation Day festivities will occur is subject to possible changes depending on weather and other circumstances beyond the control of the Committee that might require an alteration in the dates or hours of operation of the activities. Concessionaire acknowledges that inclement weather or other circumstances affecting the health and safety of participants may necessitate the alteration of the days or hours of operations of the festivities. The Committee will promptly notify Concessionaire of any alterations in the operation schedule of festivities.

7. LOCATION OF CONCESSION BOOTH:

The designated location of each concession booth will be determined by a lottery and each Concessionaire will be informed of its assigned booth number after the lottery is concluded. The results of the lottery shall be final and no changes as to designation shall be made. The Committee may at its sole discretion allow a one-time redrawing of lots if undrawn lots remain available. A Concessionaire shall operate only its specific concession and within the physical boundaries of its designated concession booth and allotted space. The Committee will set the time and date for the drawing of concession booths.

8. SIZE OF CONCESSION BOOTH:

Concession booth sizes are as follows:

Type of Concession	Concession Booth Size
Food	10' X 8'
Non-alcoholic beverages	10' X 8'
Alcohol	8' X 12'
Games	10' X 8'
Retail	10' X 8'

If approved by the Committee, a Concessionaire operating a food or non-food concession who is assigned to an 10' x 8' booth may be permitted to extend up to 10' behind the booth. The Concessionaire may be permitted by the Committee to extend not to exceed 5' on one side of the booth, measured from the posts on the side of the booth where the extension may be permitted. **No Concessionaire is authorized to extend forward.** Any authorized extension must be constructed in compliance with the standards set by the Committee and as authorized by the Department of Fire and Emergency Medical Services.

Food and non-food Concessionaires, with the exception of the alcohol and non-alcoholic beverage only Concessionaires, are not licensed to sell alcoholic or non-alcoholic drinks. **Food concessionaires may include one bottled water as part of the food item plate it sells**