



Roger Williams Park Zoo (RWPZoo)
Participant Contract

Please complete this form and return it to us with a copy of your Certificate of Liability Insurance by Wednesday, May 1, 2026.

Business Name (as it should appear in all publications):

Street Address: _____

City, State, Zip Code: _____

Contact Name: _____ Title: _____

Phone: _____ Email: _____

Mobile Food Service License #: _____ Exp Date: _____

Menu item to be prepared and served:

Is your item: Gluten Free? [] Yes [] No Vegetarian? [] Yes [] No

- Items should be sample-sized portions with ample quantity to feed 1100 guests.
If preparing food onsite, we recommend you speak with the Dept of Health prior to Zoobilee to receive approval on transport, storage and cooking methods.
Please be sensitive to the Zoo's mission and do not offer food selections from threatened or endangered species. Contact RWPZoo for more information.

Serving Requirements: Check type of serve ware needed:

Forks: _____ Spoons: _____ Plates 6": _____ Bowls 5oz: _____

Access to grease/slop-bucket required? [] Yes [] No

(Note: Liquids cannot be disposed of in garbage buckets or storm drains.)

Will you bring your own hand washing station? [] Yes [] No

(The DOH requires a hand washing station (container of warm water, soap, catch basin, towels) at each tent where food is prepared and served.)

Have you read and will you comply with all terms in the RI DOH Office of Food Protection "Temporary Food Service Requirements" [] Yes [] No

Certificate of Liability Insurance (COI): Is your Certificate Attached? [] Yes [] No

COI Details: Insured: Name of Participating Establishment, Amount: \$1M (minimum), Description of Operations: "Zoobilee, Roger Williams Park Zoo, June 28, 2025", Certificate Holder: "Rhode Island Zoological Society and The City of Providence, 1000 Elmwood Ave, Providence, RI 02907" (See sample provided)

Equipment Requirements:

Electrical Power: Total number of outlets needed: _____

Please complete for each piece of equipment requiring power. The Zoo may not be able to accommodate equipment if information is not provided in advance. (Use separate page if needed.)

Description (warmer, fryer, lights, etc.): _____

Manufacturer and Model #: _____

Voltage & Amperage Requirements of equipment: _____

Are you using a **220 plug**? Yes No If yes, include a picture of the plug.

Note: If you are bringing your own extension cords, all cords must have a ground.

Grill: Are you using a Grill? Yes No (if yes, you are required to bring a fire extinguisher)

Equipment Rentals: Are you having rental equipment delivered to the Zoo? Yes No

If yes, what type? _____ Rental company name: _____

Promotional Materials: List decorations and promotional materials you will bring:

Participant Staffing

Provide the names of up to 4 individuals (**must be 21 years of age and over**) working Zoobilee.

This information is required by June 19, 2026, and can be submitted later, if necessary.

1. Primary Contact: _____ Primary Cell #: _____

2. _____ 3. _____

4. _____

Auction Donation

If you are interested in future promoting your business, we welcome donations (gift certificates of \$25.00-\$100.00 FMV) to our online auction. A Zoobilee team member will contact you about your donation. Thank You!

Item to be donated _____

Acceptance of Zoobilee Terms & Conditions

All terms and conditions of Zoobilee participation are outlined in our Zoobilee Participant Handbook found at <https://bit.ly/ZB26Handbook>. **Your signature below certifies that you have read and accept the terms and conditions of this handbook.**

Name: _____ Date: _____

Signature (or type name to evidence): _____

Return forms to Roger Williams Park Zoo: email: eiacono-mears@rwpzoo.org, fax: (401) 941-3988, or mail: Zoobilee, 1000 Elmwood Avenue Providence, RI 02907.