

Wicker Park Fest 2011 – FOOD Vendor Application

July 23rd & 24th, 12:00 PM – 10:00 PM

Location: Milwaukee Avenue, Between North Avenue and Wood, Chicago.
Beneficiary: Wicker Park & Bucktown Chamber of Commerce (WPBCC)

FOOD VENDOR APPLICATION

Companies that are for-profit and have a storefront and/or are publicly traded or have multiple offices or locations on a regional or national basis are required to participate at the sponsor level. Depending on involvement, this level includes on-site promotion, media, benefits, preferred booth placement and entrance banners. For more sponsorship information, contact Tom Neubauer at Big Creek Productions via email at tomn@bigcreekevents.com or by phone at 773.334.9611. In the event of more food vendor applications than there are spaces to host them, preference will be given first to WPBCC Chamber members, and second to local Wicker Park and Bucktown food establishments.

CONTACT & BUSINESS INFORMATION (All information required)

Are you a current Wicker Park Bucktown Chamber member? _____ Yes _____ No

*(To obtain a WPBCC Membership Application, please visit: <http://www.wickerparkbucktown.com/work/join/> or call 773.384.2672)

WPBCC Membership expiration date: _____ (Membership must be current at time of Fest).

Have you ever participated in an outdoor festival before? _____ Yes _____ No

Name of Business: _____

Business Address: _____

Contact Name: _____

City: _____ State _____ Zip _____

Day Phone Number _____ Onsite Contact Number _____

Fax Number _____ Email address _____

If we have to return your check or issue a refund for any reason, may we send your check to the address you have listed above under “Business Address”?

_____ Yes! _____ No, *instead please send all checks to:* _____

Business FEIN Number/ Social Security #/ Illinois Business Tax (IBT) Number*: _____

*If you are selling merchandise, you must provide an IBT number.

*If you do not have an IBT #, please visit <https://www.revenue.state.il.us/app/ibrt> to obtain one.

Dept. of Business Affairs & Consumer Protection (BACP) Account Number*: _____

*To obtain a BACP number, please call 312.744.6249

SUMMARY DESCRIPTION OF FOOD ITEMS TO BE SOLD

Food Vendors are limited by the City of Chicago and the Health Department to a **maximum of 4 food items**. Please use the attached lines to provide a more details description of food items **as required by the City Health Department**.

INSURANCE

Insurance is **required for all food and beverage vendors**. Current Insurance certificates **MUST** be submitted with application otherwise the application will be deemed incomplete and not qualify for consideration for Fest inclusion.

The below information MUST be included on the insurance certificate exactly as it appears here:

Description: For participation in Wicker Park Fest, to be held July 23 and 24 2011, on Milwaukee Ave between North Avenue and Wood in Chicago Illinois. *Certificate Holder:* Wicker Park Bucktown Chamber of Commerce, 1414 N Ashland Ave, Chicago, IL, 60622. *The "Additionally Insured" MUST name:* City of Chicago, Big Creek Productions, Wicker Park Bucktown Chamber of Commerce, and Criterion Productions.

FEE WORKSHEET

FOOD VENDOR Event Booth Space (Select only one category)

I am applying to be a food vendor for Wicker Park Fest 2011, I am a:

_____ **Current** Chamber Member, Food Vendor (Food and Non-Alcoholic Beverages only)

Check One: _____ 10'x10' space, \$800.00 _____ 10'x20' Space, \$1,000.00

*fee includes \$125 City Permit Fee and \$90 Hand wash sink rental **mandatory** for all food vendors

_____ **Not a** Chamber Member, Food Vendor (Food and Non-Alcoholic Beverages only)

Check One: _____ 10'x10' space, \$1,250.00 _____ 10'x20' Space, \$1,450.00

* fee includes \$125 City Permit Fee and \$90 Hand wash sink rental **mandatory** for all food vendors

Do you require Electricity for your FOOD Booth?

_____ Yes, I need power, I am applying to have a:

Check One: _____ **10'x10' food vending space**

I want power during: _____ Festival hours only, \$250.00 _____ Overnight, \$300.00

Check One: _____ **10'x20' food vending space**

I want power during: _____ Festival hours only, \$500.00 _____ Overnight, \$600.00

_____ No, *I don't need power because:*

If Electricity is required, it **MUST** be purchased from Big Creek Productions – personal generators are not acceptable at any street festival.

Please list items you will be using that require electricity (be specific):

Item _____

Volts, Amps/Wattage _____

Item _____

Volts, Amps/Wattage _____

Item _____ Volts, Amps/Wattage _____

Item _____ Volts, Amps/Wattage _____

Item _____ Volts, Amps/Wattage _____

Food Vendor Fee Calculation

Event Booth Space Cost \$ _____

Electricity Cost \$ _____

Event Booth Space Sub-Total..... \$ _____

Optional Rental Equipment

_____ I will provide ALL of MY OWN equipment*

*I understand that all equipment that is self-provided must be safe, in good condition, and tents must be securely weighted down. The festival may require additional weight, adjustments, or removal of unsafe structures and materials as it deems necessary.

_____ I need Rental Equipment: (CHECK ALL THAT APPLY)

10x10 tent _____ \$185.00 each x Quantity _____ **Total** _____

10x20 tent _____ \$300.00 each x Quantity _____ **Total** _____

Tent Sides _____ \$15.00/ 10' side x Quantity _____ **Total** _____

8' table _____ \$15.00 each x Quantity _____ **Total** _____

10' Counter _____ \$35.00 each x Quantity _____ **Total** _____

Chair _____ \$5.00 each x Quantity _____ **Total** _____

Rental Equipment Sub-Total \$ _____

TOTAL FEES

Event Booth Space Sub-Total \$ _____

+

Optional Rental Equipment Total \$ _____

=

YOUR TOTAL FOOD VENDING FEE \$ _____

PAYMENT

Full Payment MUST be submitted with vendor applications to be considered by ***April 15, 2011***. **There are NO EXCEPTIONS to this rule.** All payments will be processed regardless of your status of acceptance into the festival. Information on refunds is located in the “Rules and Regulations” section of this contract.

Please make checks/money orders payable to: WICKER PARK & BUCKTOWN CHAMBER OF COMMERCE.
In the memo of your check please add the text: WP Fest 2011, Food Vendor Booth Application.

Select Payment Type:

_____ Check. Please indicate check # _____ Name on Check: _____

_____ All food vendor applications must be submitted in hard copy to the Chamber Office (1414 N Ashland).

Make check payable to: **Wicker Park & Bucktown Chamber of Commerce**

Mail completed application materials and check to: **Wicker Park & Bucktown Chamber of Commerce**
1414 N Ashland Ave
Chicago, IL 60622
Attn: WP Fest 2011 – FOOD VENDOR APPLIC.

REQUIRED MATERIALS CHECKLIST

Please use the following checklist to ensure your application can be processed. Your Application will NOT be processed without ALL of the following information:

Food and Beverage:

- _____ Completed Festival Food Vendor Application*
*Submission of an application does NOT automatically guarantee acceptance into the festival. Only a confirmation letter signifies acceptance into the festival.
- _____ List of planned menu items (only **four items are allowed** per city regulation).
- _____ Payment for space fees, city license fees, equipment rentals and electric fees.
- _____ Certificate of Insurance, with additional named insured completed.
- _____ Illinois Business Tax Number (for sales tax)*, FEIN Number, or Social Security Number
*Required for all Fest food and retail vendors.
- _____ Copy of current Summer Sanitation Certificate
- _____ Copy of current health inspection (must be dated on or after February 1, 2011)
- _____ Completed Temporary Food Vendor License Application (attached)
- _____ City of Chicago Department of Business Affairs and Consumer Protection Account number*
(To obtain a DBACP number, please call 312.744.6249) *Required for all Fest food vendors.

RULES AND REGULATIONS

1. **CONTRACT CANCELLATION.** Wicker Park & Bucktown Chamber of Commerce reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients and/or advisors. Any cancellations by management will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines will not be eligible for refunds.
2. **EXCLUSIVITY.** We do not provide guaranteed exclusivity to any vendor.
3. **BOOTH PLACEMENT.** We reserve the right to relocate a vendor when necessary even after the space has been assigned.
4. **WATER.** Unless otherwise specified, running water is NOT provided.
5. **ELECTRICITY.** No personal or small portable generators are permitted on the grounds of the event for use within your booth.
6. **MUSIC.** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by the festival committee.
7. **LAWS.** Drilling into the street is not permitted. Violators are subject to a fine of \$300.00 and/or space cancellation by Big Creek Productions. Participant is additionally and directly responsible for fines and any consequential damages stemming from Participant's violation of City ordinances.
8. **SET-UP AND TEAR-DOWN.** Each vendor is responsible for set-up, take-down and clean-up of his/her stand. Vehicles are allowed on the street only for set-up prior to the event and tear-down once the festival closes and the Police have given the go-ahead for vehicles to re-enter the site. Unless otherwise noted, parking is not provided to any vendor. Load-in / set-up times are provided in the confirmation letter sent to you prior to the event. You must remove your vehicle immediately after unloading merchandise.
9. **TRASH DISPOSAL.** Each space must be kept clean throughout the event and left clean each night. Trash receptacles and bags will **not** be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. **All garbage left unbagged will be subject to a fine of \$800.00 and/or loss of vending privileges.** Sidewalks must be left unobstructed unless otherwise indicated.
10. **BUSINESS CONDUCT.** Vendors and their employees must maintain the highest degree of professionalism in their booths and on event grounds at all times.
11. **INDEMNIFICATION.** Wicker Park and Bucktown Chamber of Commerce, Big Creek Productions, Criterion Productions, their employees, related festival providers of goods and services, or any participation sponsor will NOT be responsible for any injury, loss or damage that may occur to the vendor or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.
12. **REFUND PROCESS.** Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees.
 - A \$100.00 non refundable administration fee will be applied to any cancelled application.
 - Cancellation made between May 25th and June 8th will forfeit 50% of total fees paid.
 - Cancellation made after June 8th (including day of event) will NOT be entitled to a refund.
 - All denied applications will receive a full refund.
 - Vendor will be charged \$80.00 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds.
 - All refund checks will be made out to the account holder listed on the initial payment to WPBCC unless specified otherwise.

Additional regulations pertaining to Food and Beverage Vendors continue on the next page...

RULES AND REGULATIONS (cont'd.)

Additional Requirements for Food/Beverage Vendors

1. **TENTS.** All tents, booths or canopies used for cooking must be made from fire retardant material. Certificate of approval by approved testing laboratory certifying fire retardant shall be required and posted within the ten on-site during the event.
2. **SPECIAL WASTE.** **All grease, charcoal, etc., must be disposed of properly – not left in the street or poured down a sewer! All food waste that is improperly disposed of will be subject to a fine of \$800.00 and/or loss of vending privileges.** A staff member of Big Creek Productions will review the space each night with the vendor. If a vendor is not present, Big Creek Productions reserves the right to determine the cleanliness of the space.
3. **PROPANE.** City of Chicago requires all propane tanks to be chained together and attached to stationary material (such as a post). Big Creek Productions reserves the right to terminate any food sales until propane tanks are properly maintained.
4. **FIRE EXTINGUISHER.** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multi-purpose dry chemical. The minimum size extinguisher is 20 (twenty) pounds.
5. **FOOD/BEVERAGE SPONSORS.** Each year various food and beverage sponsors support this event. Big Creek Productions reserves the right to dictate which products will be served. Vendor will be notified as sponsors commit to this event. No non-sponsored beverages may be served or sold. Violations will result in cancellation of contract and loss of space and all fees paid.
6. **SUMMER FESTIVAL FOOD VENDOR SANITATION CERTIFICATE.** A person who has completed the Summer Festival sanitation training for the current year must be present at the booth at all times food is being handled, with their original certificate.
7. **ITEMS FOR SALE.** Menu items are not allowed to be changed once the application has been filed. Novelty and promotional items (i.e., t-shirts, caps) **may not be sold** in the food/beverage booths.

EXECUTION

By signing this agreement, I hereby acknowledge and accept all terms and conditions of this vendor application which will be considered a legal contract between me (Vendor) and the Event Producer (Big Creek Productions and WPBCC). Vendor acknowledges that Big Creek Productions is acting as an agent for the hosting organization (WPBCC) who owns the event and at no time is Big Creek Productions empowered to negotiate fees, offer discounts or refunds. Under all circumstances, unless stated in the rules and regulations, there are no refunds.

Signature

Date

Print Name

FOR OFFICE USE ONLY	
Date received: _____	Amount: \$ _____
Check # _____	Initials: _____