



## FOOD VENDOR APPLICATION PACKET

**Blooming Fest**  
**Saturday, May 16, 2020**  
**9:00 a.m. — 3:00 p.m.**  
**Downtown West Chicago**

**Application Deadline: April 17, 2020**

Please check the vendor fees that apply to your requested vendor space. Each standard vendor space is 10' x 10'. Vendors working directly from trucks or trailers must contact Bethany Bayci at bbayci@westchicago.org or 630-293-2200, ext. 176 prior to application submittal. Vendor fees are non-refundable.

- Food Vendor: \$50.00**
- Electrical Hook Up: \$25.00**

Submit completed application forms and payment by April 17, 2020 to City of West Chicago, Attn: Blooming Fest, 475 Main St., West Chicago, IL 60185. Make checks payable to “City of West Chicago.” Please note that a certificate of insurance is required for all food vendors. See page 3/4 for the detailed insurance requirements. Contact Bethany Bayci at bbayci@westchicago.org or 630-293-2200, ext. 176 with questions.

**Business Name** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City/State/Zip Code** \_\_\_\_\_

**Email Address (required)** \_\_\_\_\_

**Products to be sold:**  
 \_\_\_\_\_  
 \_\_\_\_\_

*If electrical hook-up is requested, please describe each electrical need below.*

Type of Application	Quantity	Volts	Watts	Amps	Outlet (110 V or 220 V)



## VENDOR REQUIREMENTS

1. **Tents, tables and chairs are not provided.** Each vendor is responsible for their own set-up, table, table coverings, and chairs.
2. All tents must be weighted.
3. All types of hand crafted art, photography, sculpture, crafts and jewelry are acceptable.
4. Tents are preferred for all vendors due to fire lane restrictions. Vendors working directly from trailers must contact the event coordinator prior to submittal of an application.
5. Vendor spaces must be manned between 9:00 a.m. and 3:00 p.m. and should not be removed before 3:00 p.m. Violation of these guidelines will prohibit the vendor's participation in next year's event.
6. All tents, display stands, tables, racks, shelves, etc., must be kept within the marked boundaries of each vendor's space out of consideration for other vendors and fire lane restrictions.
7. All items for sale must be priced. Vendors must supply bags or wrappings and written receipts for all purchases.
8. Collection of state sales tax is the responsibility of each vendor.
9. Vendors will be notified by e-mail of space assignments and set-up times at least one week prior to the event.
10. Vendor parking is available offsite and assigned based on the location of the vendor space.
11. Vendor spaces are limited within each vendor category.
12. No refunds will be given due to inclement weather conditions.
13. Photographs taken at the event of vendors and their spaces may be used by the City of West Chicago for future event promotion.
14. Vendors shall submit payment for the total amount due, including the vendor fee and electrical fee (if applicable). The payment will be deposited upon receipt.
15. Deposit of vendor fees upon receipt of application does not indicate acceptance. After the application deadline, the applicant will be notified of their acceptance as a vendor at Blooming Fest. In the event that an application is denied, all fees will be refunded to the applicant.
16. Vendors that fail to show up on event day without providing at least one week's advance notice to the event coordinator will not be permitted to participate in next year's event.
17. All vendors must sign the City of West Chicago Waiver and Hold Harmless Agreement.
18. **Food vendors are required to obtain necessary food service permits through the DuPage County Health Department.**





## VENDOR REQUIREMENTS

19. Vendors may be required to submit a certificate of insurance applicable to the nature of services provided due no later than April 17, 2020 and meet the following requirements:
- A. Required limits are \$1 million in Commercial General Liability combined single limit per occurrence for bodily injury, and property damage and \$1 million per occurrence for personal injury. The general aggregate shall be no less than \$2 million for contractors/vendors.
  - B. In the box labeled “Description of Operations” the following language must appear: No additional endorsements limit coverage to additional insured beyond terms of actual additional endorsement. Coverage to the additional insured is primary and non-contributory. Additional insured: The City of West Chicago, its officials, employees, agents and volunteers. City named as cancellation notice recipient. Event: Blooming Fest, Saturday, May 16, 2020 in Downtown West Chicago, IL.
  - C. If applicable, vendor shall furnish the City with evidence of Worker’s Compensation coverage with statutory limits.
  - D. Vendors shall furnish the City original endorsements to support the coverage detailed on the certificate of insurance. Endorsements shall name “The City of West Chicago, its officials, agents, employees, and volunteers” as additionally insured on a primary and non-contributory basis.”
  - E. The insurance provider must submit the Certificate of Insurance directly to the event coordinator, preferably via email or fax (630-293-1257), to be considered an original document.

**I have read all Blooming Fest 2020 Vendor Requirements and understand that failure to comply with the terms and conditions contained herein could result in the loss of my vendor space without refund of fees.**

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**Name of Organization**

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**Signature of Authorized Person**

**Title**

**Date**

*For questions or more information please visit [www.westchicago.org](http://www.westchicago.org) or contact: Bethany Bayci, Special Events Coordinator, at [bbayci@westchicago.org](mailto:bbayci@westchicago.org) or 630.293.2200 x176.*





## WAIVER AND HOLD HARMLESS AGREEMENT

In consideration of the \_\_\_\_\_ (*name of organization*) (hereinafter referred to as “the vendor”) and its members, employees, volunteers or guests, being allowed to participate in West Chicago Blooming Fest, the undersigned hereby recognizes, acknowledges and assumes any and all risk pertaining to the vendor’s participation in the West Chicago Blooming Fest.

To the fullest extent permitted by law, the vendor hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorney’s fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of the vendor’s participation in West Chicago Blooming Fest, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The vendor shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the vendor at its own expense, satisfy and discharge the same.

The undersigned shall provide the City of West Chicago if applicable to the nature of the services provided a certificate of insurance reflecting coverage for general liability coverage in satisfactory amounts. The City of West Chicago, its officials, agents, employees and volunteers are to be covered as additional insured as respects the vendor’s participation in West Chicago Blooming Fest.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of the vendor. Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

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**Name of Organization**

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**Signature of Authorized Person**

**Title**

**Date**

Nothing set forth in this Agreement shall be deemed a waiver by the City of West Chicago of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the City of West Chicago or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America.





## SUBMISSION INSTRUCTIONS

Submission of an application does not guarantee acceptance into the event. Once accepted, vendor participation at the event is pending approval of insurance documentation and approval from the DuPage County Health Department. Approved vendors will be provided with their space assignments, set-up times, and other logistics information by email within two weeks of the event.

Vendors are required to obtain necessary food service permits through the DuPage County Health Department (DCHD). For more information, visit [www.dupagehealth.org](http://www.dupagehealth.org) or call 630-682-7400, ext. 7046. Food service permit application(s) and payment must be submitted directly to the DCHD no later than 10 days prior to the event. The DCHD and the City of West Chicago will schedule applicable inspections as needed. Vendors must arrive at their designated time slots and be set up in time for scheduled inspections. Vendors must pass inspections in order to participate in the event.

Completed forms can be emailed to [bbayci@westchicago.org](mailto:bbayci@westchicago.org) or mailed to:

City of West Chicago  
Attn: Blooming Fest  
475 Main Street  
West Chicago, IL 60185

For questions or more information, please contact:

Bethany Bayci, Special Events Coordinator  
[bbayci@westchicago.org](mailto:bbayci@westchicago.org)  
630-293-2200, ext. 176

