



WEST CHICAGO
FOODFESTIVAL

Saturday, October 10, 2020

11AM – 3PM

Don't miss the opportunity to become a food vendor at the 3rd Annual West Chicago Food Festival in Downtown West Chicago. Applications will be accepted on a first come first served basis as space is limited. There is **no registration fee** for this year's festival, however all vendors are required to obtain necessary food service permits through the DuPage County Health Department. Once the festival reaches capacity, applications will no longer be accepted. **Application Deadline: September 11, 2020.**

VENDOR CONTACT INFORMATION

Vendor Business Name _____

Primary Contact Name _____ Phone _____

On-Site Manager Name _____ Cell _____

Street Address _____

City/State/Zip Code _____

Email Address (required) _____

UNIT & PRODUCT INFORMATION – Please include a photo or image of your vendor unit.

Electrical hook-up requested? Circle one: YES NO

Do you plan to use your own generator? Circle one: YES NO

Unit type (tent, truck, etc.) _____

Unit dimensions (height/width/length) _____

For trucks only, serving side: Circle one: LEFT (driver side) RIGHT (passenger side)

Tasting portion to be offered for \$3 or less (strongly encouraged)? Circle one: YES NO

Menu attached with application? Circle one: YES NO

Products to be sold (if menu not provided) _____



VENDOR ASSIGNMENT INFORMATION

Submission of a completed application does not guarantee acceptance into the event. Once accepted, vendor participation 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.

ELECTRICAL NEEDS

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) |
|---------------------|----------|-------|-------|------|-------------------------|
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DUPAGE COUNTY HEALTH DEPARTMENT

Vendors are required to obtain necessary food service permits through the DuPage County Health Department (DCHD). For more information, visit 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.

PROMOTIONAL MATERIALS

In order to promote your business in our event publicity materials, please send a copy of your logo in PNG format to nstefan@westchicago.org and share your social media information below.

| Source | Page Name or URL | Handle (Example: @CityofWestChicago) |
|-----------|------------------|--------------------------------------|
| Facebook | | |
| Instagram | | |
| Twitter | | |
| Website | | |

SUBMISSION INSTRUCTIONS

Completed forms can be emailed to nstefan@westchicago.org or mailed to:
 City of West Chicago
 Attn: Food Festival
 475 Main Street
 West Chicago, IL 60185

For questions or more information, please contact:
 Nicolette Stefan, Special Events Coordinator
nstefan@westchicago.org
 630-293-2200, ext. 176



VENDOR ACKNOWLEDGEMENT FORM

1. Alcohol is not permitted at this event.
2. Water hook-up will not be provided.
3. Vendors are responsible for their own sales and financial management.
4. Collection of state sales tax is the responsibility of each vendor.
5. Vendors requesting electrical hook-up must provide each electrical need and type of application in order to be supplied with adequate power at the event.
6. Vendors must bring their own heavy-duty extension cords.
7. Tents, tables and chairs are not provided for vendor spaces. Each vendor is responsible for their own set-up, table, table covering and/or chairs. All tents must be weighted.
8. Food vendor units must not obstruct fire lanes.
9. 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.
10. All items for sale must be priced. Vendors must supply receipts for all purchases.
11. Vendors agree that photographs taken at the event may be used for future event promotion.
12. Food vendors are required to acquire applicable permits through the DuPage County Health Department. For more information, visit www.dupagehealth.org or call 630-682-7400, ext. 7046.
13. **All vendors are required to submit a certificate of insurance applicable to the nature of services provided due no later than 21 days before the festival date. Vendors must comply with the following insurance 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.
 - c. Also included should be the named event, date, times and if applicable location of the event.
 - d. If applicable, vendors shall furnish the City with evidence of Worker's Compensation coverage with statutory limits.
 - e. 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 additional insured on a primary and non-contributory basis.
 - f. The insurance provider must submit the Certificate of Insurance directly to the event coordinator, preferably via email (specialevents@westchicago.org) or fax (630-293-1257), to be considered an original document.

I commit to participate in the West Chicago Food Festival as a vendor. I have read all vendor requirements listed above and understand that failure to comply with the terms and conditions contained herein could result in the loss of my vendor space. If I can no longer fulfill this commitment, I will provide the City with a cancellation notice at least one week prior to the festival.

Name of Organization

Signature of Authorized Person

Title

Date



