

WESTfest 2011 Food Vendor Application

Saturday, July 9th & Sunday, July 10th 2011 from 12-10pm
on Chicago Ave. btw. Damen & Wood

CONTACT NAME: _____

BUSINESS NAME: _____

ADDRESS / ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS (REQUIRED): _____

ON SITE CONTACT DAY OF EVENT: _____ MOBILE TELE: _____

DESCRIBE TYPE OF FOOD TO BE SOLD & PRICE RANGE:

TYPE OF BEVERAGES TO BE SOLD & PRICE RANGE:

REQUIREMENTS: Please X the boxes below to show compliance with requirements and enclosures.

Food Vendor representative must attend a Summer Festival Sanitation Training class within one year of the festival and hold a *Sanitation Certificate for Temporary Food Service*. Call 312-746-8030 for a schedule of Sanitation Training classes. The person listed on the Sanitation Certificate must be present at the booth at all times.

COPY OF SANITATION CERTIFICATE ENCLOSED

Sanitation Certificate Number _____

Food Vendor must have commercial general liability insurance listing WTCCC 1819 W. Chicago Ave 60622 as additional insured.

COPY OF CERTIFICATE OF INSURANCE ENCLOSED

Food Vendor must complete the City of Chicago's Temporary Food Vendor License Application in its entirety paying close attention to detail and enclose the original completed application with signature.

COPY OF COMPLETED CITY OF CHICAGO TEMPORARY FOOD VENDOR LICENSE APPLICATION ENCLOSED

Food Vendor must have current (dated 2011) health inspection certificate of the kitchen listed on the city application where food is being prepared and/or prepped for the fest.

COPY OF CHICAGO HEALTH DEPARTMENT KITCHEN INSPECTION CERTIFICATE **DATED 2011** ENCLOSED

Food Vendor is not permitted to sell regular plastic bottled water on site.

NO PLASTIC BOTTLED WATER WILL BE SOLD AT FOOD VENDOR BOOTH

IMPORTANT 2011 West Fest FOOD VENDOR NOTES:

- *All Food vendors MUST also complete an official City of Chicago Temporary Food Vendor License Application and submit all supplemental materials required for that application in order to receive the necessary City permit to operate at the event.*
- *Priority acceptance will be given to local West Town restaurants and members of the West Town Chamber of Commerce*
- *Exclusive food vendor deals are not available nor are site location requests.*
- *Food Vendors are highly encouraged to “Go Green“ by using eco-friendly biodegradable tableware, packaging, and cutlery.*
- *Food vendors will not be permitted to sell regular plastic bottled water on site.*
- *Food vendors are requested not to utilize regular plastics nor Styrofoam on site.*
- *The vendor canopy tents and sinks will be erected and placed on assigned booth spaces on site.*
- *Besides the tent canopy and rental equipment available and ordered, any other necessary equipment, including lighting and signage, must be provided by vendor.*
- *Rental furniture (chairs/tables) will be available for pick up on Saturday morning at a central location to the site—and all rental furniture must be returned and checked in at the same location on Sunday evening post-event.*
- *If ordering electric outlets, bring outdoor extension cord as electricity outlet may be up to 25’ away from booth space. Food Vendors must indicate EXACTLY what will be plugged into the 2 outlets on the application and if the equipment requires over 40 AMPS, there will be an additional fee of \$75 per 20 AMPS. Do NOT underestimate your power needs.*
- *Vendor must wait until any hot coals are cool to the touch prior to dumping in fest dumpster. Dumping hot coals in fest dumpster is a safety hazard and will result in a \$1000 FINE.*
- *Food Vendor will receive notification of official acceptance via email by 6/27/11. Refund of enclosed fees will be rewarded if application not accepted.*
- *Once accepted, no refund will be rewarded if City application is incomplete or unsatisfactory causing accepted vendor not to receive City permit.*
- *Site plan and load in instructions will be forwarded via email by 7/6/11.*
- *2011 West Fest Food vendors will be placed on Chicago Avenue with an adjacent seating area provided.*

◇ **PLEASE X—I have read all of the above notes**

2011 West Fest FOOD VENDOR FEES:

Food Vendor Name

10' x 10' Food Vendor Space.....\$1100
Fee Includes: one 10 x 10 white canopy tent with water barrels (other tents will not be permitted), use of one side of a double sided hand-wash sink, and City food vendor license fee.

10' x 20' Food Vendor Space.....\$1500
Fee Includes: one 10 x 20 white canopy tent with water barrels (other tents will not be permitted), use of one side of a double sided hand-wash sink, and City food vendor license fee.

DISCOUNTS AVAILABLE : *Discounts apply to space fee only, not rental equipment fees.*

_____ **15% Local Discount** for local restaurant members of the West Town Chamber of Commerce.
Restaurant must be located in/near West Town Chicago to qualify.

OPTIONAL RENTAL EQUIPMENT AVAILABLE: (Please X required equipment)

- Vinyl Tent Back "Wall" / sheet attached to back of rented tent.....10' = \$60 / 20' = \$100 ea.
- Two 10' sign poles attached to front corners of tent\$50
- Counter attached to front of tent.....10' = \$100 / 20' = \$150
- Table 30" x 6'.....\$20 ea. X Quantity____ = \$_____
- Chair.....\$5 ea. X Quantity____ = \$_____
- Two 20 AMP Electricity Outlets /up to 40 AMPs total.....\$150

You must indicate EXACTLY what you will be plugging into the 2 outlets – be as specific as possible i.e. the wattage, amps, model of equipment, type of plug, etc....if equipment requires over 40 AMPS, there will be an additional fee of \$75 per 20 AMPS. Do NOT underestimate your electric power needs, as the number of outlets and generator power must be carefully calculated in order to avoid power outages for entire fest.

\$_____ Space Fee **MINUS** - \$_____ Discounts **PLUS** + \$_____ Cost of Rental Equipment /
Electricity = **TOTAL DUE:** \$_____ *Please make checks payable to WTCCC.*

APPLICATION & PAYMENT DEADLINE: JUNE 3rd 2011

◇ **A check made out to WTCCC is enclosed for the TOTAL amount due listed above.**

◇ *I have made a credit card payment online at www.westfestchicago.com/fest/vending*

Please send this application, the city temporary food vendor application, plus copies of sanitation certificate, insurance, kitchen inspection, signed contract and payment to:

West Town Chicago Chamber of Commerce
1819 W. Chicago Avenue
Chicago, Illinois 60622

For more information call **312-850-9390** or email **info@westtownchamber.org**

2011 West Fest Food VENDOR CONTRACT

This Vendor Contract is between _____ (“Vendor”) and the West Town Chicago Chamber of Commerce (WTCCC). Each occurrence of the West Fest is referred to as the “Festival”

Section 1. Grant of Space

Vendor will receive notification of official acceptance via email by 6/27/11. Vendor will receive a timely refund of enclosed fees if application is not accepted. No refund will be rewarded to accepted vendors if City application is incomplete or unsatisfactory causing accepted vendor not to receive City permit. Site plan and load in instructions forwarded via email by 7/6/11. Upon acceptance of the Vendor application, required supplemental materials, signed contract, City permit and receipt of payment, WTCCC will grant Vendor the right to use a designated booth in the Festival (the “Space”) on July 9th & 10th 2011 from 12-10pm. The Festival will take place on Chicago Avenue between Damen Avenue and Wood Street.

Section 2. Laws and Permits

- Vendor must comply with all relevant local, state and federal laws.
- Vendor is responsible for obtaining and paying for any and all business licenses, permits, and taxes that are required for its operation, including state sales tax.
- Vendor shall provide WTCCC with a valid IBT Number in order to sell merchandise at the Festival

Section 3. Use of Space; Vendor Conduct

- Vendor’s use of the Space is non-transferable. Vendor may not allow any one else to use the Space without the express permission of WTCCC.
- WTCCC offers no guarantees or warranties of any kind. The Festival occurs rain or shine. No refunds or rain checks will be given. There will be no refunds whatsoever if any unforeseen circumstances, acts of God, weather, terrorism, or war result in the cancellation of the event.
- The Space is provided as-is. Limited numbers of tables, chairs, and electricity hook ups are available to rent from WTCCC. Vendors requiring rented equipment must enclose the required fee and order each item on the application. Rentals: chairs and tables will be available for pick up at a central location on Saturday morning, and must be returned and checked in on Sunday evening. Missing rental equipment costs will be billed to vendor if not returned and checked in. Tents and sinks will be placed at the vendor location. Electric outlet will be available near vendor location, vendors should bring large outdoor extension cord to plug in.
- Vendor must keep its merchandise within the allotted boundaries of the Space. Space will be assigned and notification of allotted space given by WTCCC to Vendor via email approximately one week prior to the Festival.
- No amplified music is allowed in vendor spaces.
- Vendors must be set up and ready for operation by Noon on July 9th (the official opening time of the Festival) and must vacate the Festival grounds by two hours after the official closing time of the festival or by Midnight on July 9th & 10th 2011. Vendor may not vacate the Festival prior to the official closing time of 10PM without the express permission of WTCCC.
- Vendors must remove all products and equipment over night on July 9th 2011 (with the exception of rented equipment). It is at the vendor’s own risk to leave any equipment or product belonging to the Vendor on the Festival site over night, and WTCCC cannot be held responsible for any loss or damage to said product or equipment. There will be at least two security guards guarding the entire site overnight.
- No vehicles are permitted in the Festival after 11 am or before 11 pm on July 9th & 10th 2011. During the Festival’s hours of operation (Noon-10 pm) merchandise must be transported by hand or on a small cart. Each vendor is responsible for his/her parking arrangements unless notified otherwise.
- Vendor must remove their own trash from the Space and dispose of trash in fest dumpsters provided by WTCCC. Vendors must leave the Space trash-free and in the same condition as when provided. Vendor will be charged \$150 penalty for any debris or trash left on site with photographic evidence.

Vendor Contract page 2

- Vendor must wait until any hot coals are cool to the touch prior to dumping in fest dumpster. Dumping hot coals in fest dumpster, coals not cool to the touch, is a safety hazard and will result in a \$1000 FINE.

Section 4. Merchandise; Prohibited Items

- WTCCC may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. WTCCC may revoke this contract if Vendor's merchandise is not consistent with its application.
- In accordance with Illinois law, Vendor is prohibited from selling baby food, infant formula, or similar products or any pharmaceuticals, over-the-counter drugs, or medical devices. Vendor may only sell cosmetics if Vendor has an identification card identifying Vendor as an authorized representative of the cosmetics manufacturer or distributor.
- Vendor is also prohibited from selling counterfeit items, unlicensed merchandise, guns, ammunition, alcohol, drug paraphernalia, items prohibited by Illinois or federal law, or any merchandise that WTCCC considers racist, discriminatory or offensive.

Section 5. Indemnification and Release

- Vendor will release and will hold harmless the West Town Chicago Chamber of Commerce (WTCCC), Criterion Productions, and the City of Chicago from any and all claims arising from any injuries, losses or damages (whether to person or property) caused by Vendor, Vendor's merchandise, or Vendor's participation in the Festival. Vendor agrees to indemnify WTCCC, Criterion Productions and the City of Chicago from any and all expense arising because of any such claim.

Section 6. Advertising

- Any Vendor wishing to advertise must do so at its own expense. Any advertising must be approved by WTCCC prior to publishing.

Section 7. Causes for Denial of Selling Privileges; Disciplinary Actions

- Any Vendor who seeks to evade, or refuses to make payment of the proper rental fees will be denied selling privileges.
- Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on the Festival premises and will be cause for denial of selling privileges.
- If WTCCC learns of written or verbal complaints against a Vendor showing reasonably conclusive evidence that the Vendor has practiced deception by either: (i) displaying or selling merchandise packaged to misrepresent the quality or condition of such merchandise, or (ii) giving false information regarding the origin, variety, quality, condition or value of the merchandise, WTCCC may revoke this contract or take other appropriate action.
- WTCCC may take appropriate action against any Vendor who fails to comply with relevant laws (federal, state and local), this Vendor Contract, or other rules established by WTCCC. Such actions may include, but are not limited to, revocation of this contract, permanent denial of selling privileges, or other relief deemed necessary by WTCCC.

WTCCC may impose additional rules and regulations, as WTCCC deems necessary. WTCCC will notify Vendor of these additional rules.

Print Vendor Name

_____ Date _____
Vendor Signature

_____ Date _____
WTCCC Signature



MAYOR'S OFFICE OF SPECIAL EVENTS
SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SPECIAL EVENT FOOD LICENSE APPLICATION

FEE: \$ 125.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

Please type or print clearly. Application will be returned if not completed in it's entirety.

Name of Event

West Fest

Address of Event

Chicago Avenue between Damen & Wood

Date(s) of Event

July 9th & 10th, 2011

Hours of Event

12-10pm

Name of Sponsoring Event/Coordinator

West Town Chicago Chamber of Commerce

Phone Number

312-850-9390

Name of Food Vendor

Contact

Department of Business Affairs & Consumer Protection Account Number

Phone Number

If you do not know your account number please phone (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number you will need to complete the Business Information Sheet on pages 16 & 17 or visit www.cityofchicago.org/businessaffairs

Address

City

Zip Code

Summer Festival Food Vendor Sanitation Certificate Number

Each event requires a Summer Food Vendor Certified person at each booth at all times food is handled.

Print Name: _____

Title: _____

SIGNATURE

(*Must be signed by an owner or officer) _____

Date: _____

List the name and address of the licensed kitchen or food establishment to be used for the initial food preparation and storage of equipment (where food is to be actually prepared and equipment is sanitized and stored). Food or equipment may not be stored in the home (**Attached signed Affidavit**)

Describe the method of transporting food and the temperature it will be held at the event site (i.e. refrigerated cold storage containers, refrigerated vehicle capable of maintaining temperatures of 40° F or below, hot foods 140° F or above)

Describe the method of storage at the event site (i.e. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. List the temperatures food items will be cooked to.

Indicate the location of restroom facilities within proximity to the food vending booth on the attached site plan.

Describe hand washing facilities at the food vending booth. Portable hand sinks are required. A permit will not be issued without hand washing facilities.

SPECIAL EVENTS MENU APPROVAL REQUEST

Must Be Filled Out (Provide detailed information for each question). Requirements may be imposed to protect the public's health or to prohibit the sale of some or all potentially hazardous foods such as raw foods, sushi or oysters. When no health hazard exists, some requirements may be waived.

List the proposed foods and ingredients to be served at the event. You may list up to 4 items on one sheet (use back of sheet if necessary)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

List source where items will be purchased (Name, Address, Phone Number . . . retain all receipts for inspection)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

List any equipment that may be used at the event in the preparation of food or beverages
(i.e. mixers, blenders, etc. include drawings & specifications)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

Describe the method of cooking at the event: Raw animal products must be cooked to the following internal temperature for at least 15 seconds: Poultry and stuffed foods - 165° F, Pork; ground, diced or shredded meats and fish; eggs cooked in advanced - 155° F, whole cut meats and fish, eggs 145° F. List the temperatures food items will be cooked to.

Food Item 1

Food Item 2

Food Item 3

Food Item 4

All vendors must have a passing inspection dated not more than six months before the event. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months before the event. A copy of the following must be attached to each application: *Site Plan, Summer Festival Food Vendor sanitation certificates(s), signed affidavit, if you received permission to use a licensed kitchen.* A copy of your current health inspection must be attached to each application.