

A P P L I C A T I O N

FOOD VENDOR

EDGE FEST

AUGUST 1 & 2, 2015

SAT. NOON-10PM & SUN. NOON-9PM

APPLICATION DEADLINE: FRIDAY, JUNE 5, 2015

APPLICANT INFORMATION

Contact Name _____

Business Name _____

Address _____

City _____

State _____ Zip _____

Email _____

Phone _____ Cell _____

Fax _____ Tax ID/SSN _____

EDGEWATER



OFFICE USE ONLY

Vendor ID: _____

Date Received: _____

Accepted: _____

Rejected: _____

MENU

Please list and describe each food item you propose to see and their prices. Be very specific and attach a separate sheet if necessary. Star Events will use this menu to create your pricing banner so please be accurate. You may offer up to four main items and three side items. If you would like to sell additional items, you will need to pay \$150 per item.

Main Items

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____

Side Items

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____

Additional Items (\$150 per item)

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____

APPLICATION

FOOD VENDOR

EVENT FEES

| | |
|-----------------------------|------------------------|
| 10 'x 15' Booth Space | \$1825 X _____ = _____ |
| Additional 5' | \$500 X _____ = _____ |
| Late Registration Fee | \$50 X _____ = _____ |
| City of Chicago License Fee | Included |
| Additional Food Items | \$150 X _____ = _____ |

ADD'L EQUIPMENT FEES

| | |
|--------------|-----------------------|
| White Canopy | \$200 X _____ = _____ |
| Side Walls | \$75 X _____ = _____ |
| Tables | \$25 X _____ = _____ |
| Chairs | \$10 X _____ = _____ |
| Sign Poles | \$25 X _____ = _____ |
| Electricity | \$200 X _____ = _____ |

TOTAL DUE \$ _____

PAYMENT METHOD

(There will be a 3.75% credit card processing fee. Applications without payment will not be processed)

Credit Card Number _____

Name on Card _____

Exp _____ CVS Code _____

Billing Address _____

State _____ Zip _____

Check # _____

(please make payable to: Edgewater Chamber of Commerce)

Money Order # _____

(please make payable to: Edgewater Chamber of Commerce)

The above mentioned participant hereby submits this application for participation. By signing the application, the participant accepts and agrees to all of the Terms & Conditions in each page of the agreement.

Name _____

Print Name _____

Date _____

Please return this application and agreement to Star Events and keep a copy of this plus the Terms & Conditions for your records.

EQUIPMENT INCLUDED

- 10' x 10' Canopy (included)
- Front Counter with Skirting (included)
- Sign Poles (included)
- Standard Electric (included) (4 outlets)
- Pricing Banner (included)

- Certificate of Insurance Policy # _____ (please include a copy of your insurance)
- Summer Sanitation License # _____ (please include a copy of your license)
- Deposit Check # _____ (please include a \$200 deposit check payable to Star Events)

CHECKLIST

- Read the Terms & Conditions
- Complete this application
- Sign the bottom of the application confirming you have read the Terms & Conditions and that all information provided is true
- Copy of your current liability insurance with Star Events with the event name listed as additionally insured
- Copy of your Summer Sanitation Certificate
- Completed City of Chicago Special Event Food License application
- Copy of Health Inspection within 6 months of event
- Enclose full payment
- Included a separate rental deposit payable to Star Events



1609 W. Belmont Ave.
Chicago, IL 60657
773.665.4682
fax 773.665.4866
StarEvents.com



TERMS & CONDITIONS

APPLICATION DETAILS

Photos: All vendors are required to provide 3 photos of their work. These photos will be juried and will be used to determine acceptance into the festival. It is of best interest to the participant to use clear, clean, and professional photographs that best represent your complete work. Submitted photos will not be returned. Non Profits and Food Vendors do not need to submit photos.

Changes to Application: If participant wishes to change their application, they must submit a new application with the changes clearly indicated. Any changes made via phone will not be permitted.

Application Deadline: Applications must be received 8 weeks prior to the event. Applications received up to two weeks prior to the event will also be considered for acceptance but will need to include a \$50 late fee. No applications will be accepted after this deadline.

EVENT DETAILS

Participation: The participant desires to participate in EVENT by providing merchandise, services and information to our general public. If the participant's application is accepted by StarEvents, Inc, the participant agrees to offer only those items listed on the application, no other merchandise will be permitted without prior written consent of StarEvents, Inc. The participant agrees not to sell or distribute merchandise that includes the event logo, the event name, or any other likeness associated with our event without prior written consent of StarEvents, Inc.

Set-up: Participants will need to check in with a StarEvents representative upon arrival. Participants will be able to pull their car up to the booth space to unload their merchandise, but will need to remove car at least 1 hour prior to the start of the event. There is limited parking in the surrounding areas, so please plan ahead. The participant will forfeit the assigned booth space if unoccupied by the start of the event. Vendors will be able to set up beginning Friday Afternoon in accordance with the schedule that will be sent to you leading up to the event.

Tear Down: Participants will be able to tear down one hour after the end of the event on Sunday evening. StarEvents will open the gates and allow cars to pull on to the venue. All items left on-site after the close of the event Sunday evening will be disposed of.

BOOTH REQUIREMENTS

Equipment and Signage: You must have a WHITE canopy to participate in a StarEvents Production. If you do not have a WHITE canopy, you must rent one from us in order to participate in the event. Canopies can not exceed 10 feet in height. All canopies must be properly weighted prior to the start of the event. All signage must be clean and properly placed. StarEvents has the right to ask you to remove signage if not presented in the appropriate manner. Please feel free to call our office for specific instructions.

Sound Restrictions: Participant agrees to not have amplified sound of any type within booth. Participants with amplified sound may be asked to vacate space and will not receive a refund. Amplified sound has been determined to create conflict with adjacent participants. Please respect your neighbors.



TERMS & CONDITIONS

Maintenance: Participants are solely responsible for the appearance of their space. The participant shall maintain its space in a neat, clean and sanitary condition.

Booth Security: We will have security on site during all event hours. Security is available to safely walk you to your vehicle at night if needed. Please find a StarEvents representative to help coordinate security at the event. The participant will be solely responsible for items left in their booth overnight. We are not responsible for any items lost, stolen or damaged. We will have overnight security on site but they are responsible for securing the event as a whole, not individual booth spaces.

Hours of Operation: We ask that participants remain open from open to close.

GENERAL POLICIES:

Acceptance / Rejection: StarEvents, Inc will notify each participant if they are accepted or rejected by email to the address listed on the application. In the event that the participant's application is rejected, the entry fee will be refunded. StarEvents, Inc does not guarantee exclusivity to any participant, nor has the participant relied upon any representation or guarantee of StarEvents, Inc regarding the revenues to be generated by the participant.

Refunds: Refunds for booth fees will be issued a full refund of the amount received, minus a \$50 processing fee, if the request is made in writing such as an e-mail, fax, or certified mail on or before 21 days prior to the festival. However, throughout the season, full refunds will be made to participants on an ongoing basis if the participant requested a corner space, a double booth space, or electricity but the request could not be met. Refunds will not be issued for participants who are dismissed, if the booth is forfeited, or if the participant is in violation of any of the Terms and Conditions.

Dismissal from the event: In the event the participant is dismissed from the event, they will be asked to vacate the booth space immediately, take all belongings, and will not be allowed to participate for the remainder of the event. The participant may be dismissed or removed from the event if found to be in violation of any of the Terms and Conditions.

Legal Department: The participant shall comply with all local, federal, state and municipal laws and ordinances in operation of its booth during the event and shall insure its merchandise against loss by theft or damage. The participant hereby releases StarEvents, Inc and its Client, officers, directors, members, and employees from any and all claims for, and agrees that StarEvents, Inc and the Client, officers, directors, members, and employees shall have no responsibility for personal injury sustained by the participant, its agents or employees, or damage to, or loss or destruction of, the participant's properties.

The participant further agrees to indemnify and hold StarEvents, Inc and the Client, its officers, directors, members, and employees harmless from and against any and all claims for personal injury, damage to property or theft occurring in or about the event area, whether to the participant, its agents or employees or any third party, caused in part or in whole by the participation of the participant in the event.



CHICAGO DEPARTMENT OF Business and Consumer Protection

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.

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

EVENT INFORMATION:

Name of Event

Address of Event

Date(s) of Event Hours of Event

Name of Event Sponsor Event Coordinator Phone Number

VENDOR INFORMATION:

Name of Food Vendor Contact Phone Number

Department of Business Affairs & Consumer Protection BUSINESS ACCOUNT NUMBER (6 digits)

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 City of Chicago Business Information Sheets on pages 26 & 27 of this packet or visit www.cityofchicago.org/businessaffairs.

Address of Food Vendor City Zip Code

Summer Festival Food Vendor Sanitation Certificate Number Each event requires a 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.

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

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.

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 QUESTIONS MUST BE ANSWERED OR APPLICATION WILL BE DENIED <