



Food Vendor Application 2011

**Saturday, October 1st & Sunday, October 2nd 2011
from 11am-8pm
on Grand Ave. btw Damen & Wood**

Design Harvest aims to feature a select variety of unique local restaurants and food vendors. Priority acceptance will be given to local West Town restaurants and members of the West Town Chamber of Commerce. Design Harvest is a juried event for designers, retailers, and collectors of home goods - enlivening a fresh concept for Chicago and its design community.

CONTACT NAME: _____

BUSINESS NAME: _____

ADDRESS / ZIP: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS (REQUIRED): _____

ON SITE CONTACT DAY OF EVENT: _____

MOBILE TELE: _____

TYPE OF FOOD & BEVERAGES TO BE SOLD AND PRICE RANGE:

** Food Vendors must also fill out the attached City of Chicago Special Event Food License Application and provide a number of documents including certificate of insurance, City of Chicago outdoor food sanitation certificate, and health department kitchen inspection dated 2011.*

2011 Design Harvest FOOD VENDOR FEES:

Food Vendor Name _____

- 10' x 10' Food Vendor Space.....\$1000**
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 the 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 the City food vendor license fee.

DISCOUNT AVAILABLE : *Discount applies to space fee only, not rental equipment fees.*

_____ **15% Local Discount** for local restaurant members of the West Town Chamber of Commerce.
Restaurant vendor must be located in West Town 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 above 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:** \$_____

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

APPLICATION & PAYMENT DEADLINE: AUGUST 26TH, 2011

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 (WTCCC)
1819 W. Chicago Avenue
Chicago, Illinois 60622

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

Design Harvest 2011 FOOD VENDOR REQUIREMENTS & CHECK LIST:

Prior to submitting the application, please X the boxes below to show compliance with requirements and enclosures:

1. Design Harvest Food Vendor Application is filled out completely and enclosed

COPY OF FOOD VENDOR APPLICATION ENCLOSED

2. Signed Design Harvest Food Vendor 2 page Contract is enclosed.

COPY OF SIGNED FOOD VENDOR CONTRACT ENCLOSED

3. 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

4. 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 _____

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

COPY OF CERTIFICATE OF INSURANCE ENCLOSED

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

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

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

NO PLASTIC BOTTLED WATER WILL BE SOLD AT FOOD VENDOR BOOTH

8. Full payment of vendor space fees and rental equipment fees is enclosed.

FULL PAYMENT ENCLOSED

Notification of official acceptance will be sent via email by September 13th. Refund will be rewarded by September 27th if application not accepted. No refund will be rewarded if City application is incomplete or unsatisfactory causing accepted vendor not to get City permit. Space assignments, site plan and load in instructions will be forwarded via email by September 29th.

Design Harvest 2011 Food Vendor Contract

This Vendor Contract is between _____ (“Vendor”) and the West Town Chicago Chamber of Commerce (WTCCC)

Each occurrence of the design harvest is referred to as the “Festival”

Section 1. Grant of Space

Upon acceptance of the Vendor application, signed contract and receipt of payment, WTCCC will grant Vendor the right to use a designated booth in the Festival (the “Space”) on October 1st & 2nd 2011. The Festival will take place on Grand Avenue between Damen Avenue and Wood Street between 11am-8pm.

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.

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 acts of God, 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 at that same location on Sunday evening. Missing rental equipment costs will be billed to vendor if not returned and checked in. Electric outlet will be available near vendor location, vendors should bring large outdoor extension cord to plug in.
- Tents are provided – no outside tents allowed.
- 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 one week prior to the Festival.
- No amplified music is allowed within vendor space .
- Vendors must be set up and ready for operation by /11:00am on Saturday and Sunday ((the official opening time of the Festival) and must vacate the Festival grounds by two hours after the official closing time of the festival on Sunday. Vendor may not vacate the Festival prior to the official closing time without the express permission of WTCCC.
- Vendors are advised to remove all products and equipment over night on Saturday (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 one or two security guards guarding the entire site overnight.
- No vehicles are permitted in the Festival after 10am or before 8pm during the Festival’s hours of operation (11am-7pm) 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 containers 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 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.

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 WTCC considers racist, discriminatory or offensive.

Section 5. Indemnification and Release

Vendor will release and will hold harmless the West Town Chicago Chamber of Commerce, 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, 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.

Signature

Print Vendor Name

Date

Signature

Kara H Salgado Executive Director
West Town Chamber of Commerce

Date

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.