



## Food Vendor Application 2017

The sooner you sign up, the better chance you may have getting your spot.

**APPLICATION PROCESS:** We accept food vendors until the events are full. This is the application; it does not guarantee acceptance. You will be notified of your status within 1-14 business days of us receiving the completed application. Once accepted, you will receive an acceptance letter asking for your health certifications, insurance paperwork and food vendor fee for the event, then 20-30 days prior to the event you will receive your participant packet with all your set-up information providing we have received your insurance & completed application.

**PAYMENT:** We will accept food vendor fee after the acceptance letter. Upon acceptance payments will be processed. Preferred form of payment is by check or money order. A \$35 charge will be assessed for bounced checks- no exceptions.

**REFUND POLICY:** If the withdraw is made 60 days or more prior to the first day of the event, you can receive a 50% refund on your space fee; if it is made 59 days or less from the first day of the event, no refunds are available as all funds are committed to the production, promotion, marketing & advertising of the Fest. All refund requests must be made in writing & received by our office via fax, email or mail. Please site reason for withdraw.

**WHAT WE PROVIDE:** Food Vendors: a 10ft x 10ft health department approved food booth, 10ft x 10ft cooking area behind, and a delineated with white picket fence. You provide everything else for your set up. We will provide electricity, upon request.

**MENU CHOICES/SIGNAGE:** Please fill out your top 3 BBQ menu choices; we allow 3 BBQ main menu choices & 2 BBQ related side dish choices per event. We will do our best to give selected vendors their first choice, but we cannot guarantee they will receive it. We do not want to have numerous vendors selling the same thing. We will tell you what items have been approved in your acceptance letter. Signage Due to safety reasons & professional appearance, we will restrict menu signage to 4ft high above the booth.

**BEVERAGE POLICY:** No alcoholic beverages can be sold out of your booth at anytime.

**INSURANCE & RE-SALE NUMBER REQUIRMENTS:** All food & restaurant vendors participating in these events must have \$1,000,000 of liability insurance per event. Upon acceptance to a Festival, you will be forwarded additional information regarding insurance requirements for the specific event. You will be required to name Blue Island Park District & the city & county where the BBQ on Hill takes place as additional insured. We must receive your certificate of insurance 30 days prior to the Fest. In addition, all applicants must provide us with your current re-sale number.



**Health/Insurance:** Food Vendors: If accepted, you will receive an acceptance letter asking to provide health certification and insurance paperwork.

**GREASE/TRASH:** Food vendors need to provide ground cover inside their booth & cooking area for the absorption of grease. No food vendor will be allowed to open for business if the ground cover is not in place. No grease or gray water is to be poured onto the ground or down any drains. Anyone found doing this will be asked to leave the event & your deposit will be forfeited. You will be responsible for any & all environmental cleanup costs. Trash: Vendors are responsible to properly bag trash within your sales location. Our clean-up crew will collect properly bagged trash from your space.

**WATER/ICE:** Water may or may not be easily accessible. Please bring appropriate hoses, hose connections, & transport buckets. Ice is available for purchase; cost is \$2 a bag.



Please fill out both sides of this application & return. Please make a copy of these documents for your records.

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**Menu Choices (approved items will be sent with acceptance letter)**

**Menu for BBQ on the Hill**

**Booth Main Dish**

1.
2.
3.

**Booth Side Dish**

1.
2.
3.

**BBQ Food Vendor Dates**

Please check the box that applies to your business.

Are you interested in Friday, September 22<sup>nd</sup>?

Are you interested in Saturday, September 23<sup>rd</sup>?

Are you interested in both nights Friday, September 22 and Saturday, September 23<sup>rd</sup>?



I agree to abide by the rules stated. I understand that all promotion of my items must take place within the confines of my booth. I further understand that Blue Island Park District & all their representatives are not responsible for or liable for damages including, but not limited to, loss suffered before, during, or after each event I have applied to as a result of the display of my work, equipment or material. I understand that there are no refunds or rain checks due to inclement weather. The duplication or use of any trademarks or logos belonging to the committee is strictly prohibited. BIPD reserves all rights to refuse booth space based on Event guidelines. If these guidelines are not upheld, my booth will be closed immediately & my funds will not be refunded.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Food Vendor Fee includes 10x10 Space, Booth Rental, 10x10 Cooking Area.

Event & Date	Food Vendor Fee
BBQ on the HILL September 22 & 23	\$350 per day

Application is not complete without:

- Signed Application
- a photo of your booth set up or dimensions