FALL FESTIVAL 2019

CHESTER, ILLINOIS

*FOOD VENDOR APPLICATION*

**WHERE:** SWANWICK AND W. GERMAN STREET, CHESTER, ILLINOIS

**WHEN:**  SATURDAY, OCTOBER 19, 2019

9 AM-4 PM

**SET-UP:** SATURDAY, OCTOBER 19, 2019, 7:30-9 AM

ALL VEHICLES **MUST** FROM FESTIVAL GROUNDS BY 9 AM.

**DEADLINE:** ALL APPLICATIONS MUST BE SUBMITTED BY SEPTEMBER 20, 2019.

**VENDOR SPACE:** BOOTH SPACE IS APPROXIMATELY 10X10 (INCLUDING YOUR WIRES, STEAKS, POLES, ETC.) COME PREPARED FOR ALL TYPES OF WEATHER. SECURE YOUR BOOTH IN CASE OF WINDY CONDITIONS. ALL ITEMS BEING SOLD OR DISPLAYED MUST BE OBNTAINED WITHIN YOUR SPACE.

**EXCLUSIVITY:** WE DO NOT PROVIDE GUARANTEED EXCLUSIVITY TO ANY VENDOR.

**ELECTRICITY:** VENDOR MUST PROVIDE THEIR OWN.

**WEATHER:** THIS IS AN OUTDOOR EVENT; BE PREPARED FOR THE WEATHER. TENTS, CANOPIES AND POP-UPS MUST BE SECURED TO WITHSTAND WINDY CONDITIONS. WE HAVE A RAIN DATE OF OCTOBER 26TH. THE EVENT WILL NOT BE CANCELLED FOR LIGHT RAIN.

**REFUNDS &** IN THE CASE OF EVENT CANCELLATION DUE TO RAIN: A RAIN DATE HAS

**CANCELLATIONS:** BEEN SCHEDULED SO THERE WILL BE NO REFUNDS OF REGISTRATION FEES OR DEPOSIT AND NO CREDIT WILL BE GIVEN.

THE CHESTER PARKS AND RECREATION DEPARTMENT RESERVE THE RIGHT TO CANCEL A VENDOR AT ANY TIME FOR THE GOOD OF THE FESTIVAL, BY ITS SOLE DISCRETION OR BY THE DIRECTION OF ITS LEGAL REPRESENTATION.

**REQUIREMENTS:** ALL VENDORS ARE EXPECTED TO BE OPEN DURING THE ENTIRE FESTIVAL. YOU CANNOT VACATE EARLY. YOUR BOOTH SHOULD BE NEAT AND ATTRACTIVE, SIGNAGE WITH CLEAR PRICING IS REQUIRED. YOU ARE RESPONSIBLE FOR THE REMOVAL OF YOUR OWN TRASH.

**CONTACT US:** PATTI CARTER, RECREATION DIRECTOR AND FESTIVAL COORDINATOR

PHONE: 618-826-1430

EMAIL: [CHESTERRECREATION@CHESTERILL.COM](mailto:CHESTERRECREATION@CHESTERILL.COM)

MAILING ADDRESS: CHESTER PARKS AND RECREATION

1330 SWANWICK STREET

CHESTER, ILLINOIS 62233

**APPLICATION □** APPLICATION

**CHECKLIST:** □ REGISTRATION FEE

□ DEPOSIT

□ FOOD MENU WITH PRICING

□ AFFIRMATION & LIABILITY RELEASE

**KEEP THIS COVER SHEET FOR YOUR INFORMATION**

*FOOD VENDOR APPLICATION*

**GENERAL INFORMATION**

THIS DOCUMENT CONTAINS PERTINENT RUES AND REGULATIONS THAT GOVERN THE OPERATION OF A FOOD STAND AT THE FALL FESTIVAL HOSTED BY THE CITY OF CHESTER PARKS AND RECREATION DEPARTMENT. WE ARE EXTENDING INVITATIONS TO VENDORS WHO SUBMIT FULLY EXECUTED APPLICATIIONS WITH REQUIRED ENCLOSURES AND PAYMENTS (SEE APPLICATION PAGE) BY THE SEPTEMBER 20, 2019 DEADLINE. PRIORITIES FOR SPACE WILL BE REVIEWED BASED ON DATE OF RECEIPT OF FULLY COMPLETED APPLICATION AND TYPE OF PRODUCT/ITEM. WE ARE STRIVING TO MAINTAIN A BALANCE AND DIVERSITY IN FOOD VENDOR OFFERINGS. ALL APPLICATIONS AND PRODUCTS ARE REVIEWS SOTHAT WE MAY MAINTAIN THIS BALANCE. OUR GOAL IS TO KEEP STANDARDS HIGH AND PROMOTE A SUCCESSFUL AND FUN FESTIVAL. THE POLICIES AND REGULATIONS SET FORTH IN THIS DOCUMENT ARE DESIGNED TO MAINTAIN ORDER AND TO REGULATE ACTIVITIES ON THE FESTIVAL SITE. REGULATIONS WILL BE ENFORCED.

**PROCEDURES**

THE FOLLOWING APPLICATION AND AGREEMENT MUST BE FULLY COMPLETED, SIGNED AND RETURNED WITH THE FOLLOWING ENLOSURES TO BE CONSIDERED:

1. DETAILED LIST OF ALL PROPOSED PRODUCTS/ITEMS SOLD AND PRICING FOR THEM.
2. $50.00 VENDOR FEE WITH A COMPLETED AND SIGNED APPLICATION BY SEPTEMBER 1, 2019. **IF VENDOR FEE IS NOT PAID BY SEPTEMBER 1, 2019, VENDOR FEE WILL BE $100.** IF YOU ARE NOT ACCEPTED YOUR CHECK WILL BE RETURNED BY SEPTEMBER 27, 2019.
3. A $100 DEPOSIT CHECK. THIS CHECK WILL BE GIVEN BACK TO YOU AT 4 PM, OCTOBER 19, 2019, PROVIDED YOU DO NOT LEAVE EARLY OR CLOSE YOUR BOOTH.

**CONDITIONS**

1. ALL VENDOR LOCATIONS WILL BE ASSIGNED BY EVENT COORDINATOR.
2. CONCESSIONAIRE PARKING WILL BE IN DESIGNATED AREAS ONLY. WITH THE EXCEPTION OF SET-UP/LOAD-IN AND BREAK-DOWN/LOAD OUT TIMES, VEHICLES WILL NOT BE PERMITTED INTO THE EVENT SITE.
3. ALL FOOD ITEMS VENDOR/CONCESSIONAIRE WISHES TO SELL ARE SUBJECT TO APPROVAL. ANY PRODUCT NOT SPECIFIED WILL NOT BE ALLOWED AT THE FESTIVAL, UNLESS PERMISSION IS SOUGHT AND GIVEN. ITEMS WILL BE REMOVED FROM THE CONCESSION.VENDOR STAND WHEN ASKED BY CHESTER PARKS ANDRECREATION STAFF DURING THE FESTIVAL IF THEY WERE NOT APPROVED. FAILURE TO ABIDE WILL RESULT IN FORFEITURE OF YOUR DEPOSIT.
4. PRICES OF ITEMS MUST BE DISPLAYED.
5. YOUR BOOTH MUST BE CLEAN AND NEAT AT ALL TIMES.
6. IT IS THE SOLE RESPOSIBILITY OF EACH EXHIBITOR/ CONCSSIONNAIRE TO OBTAIN THE APPLICABLE AND APPROPRIATE STATE AND LOCAL LICENSES AND PERMITS. FOOD VENDORS SHOULD CONTACTY THE MONROE-RANDOLPH BI-COUNTY HEALTH DEPARTMENT.

MY SIGNATURE BELOW INDICATES THAT I UNDERSTAND AND AGREE THAT THE CITY OF CHESTER, ITS EMPLOYEES, AGENTS, STAFF AND VOLUNTEERS WILL NOT BE HELD LIABLE OR BE RESPONSIBLE FOR LOSS, THEFT, DAMAGE OR ANY INJURY THAT MAY OCCUR TO PROPERTY OR PERSON DURING LOAD IN/SET-UP, EVENT, BREAK-DOWN/LOADOUT OF THE FESTIVAL.

*FOOD VENDOR APPLICATION*

1. **PROPOSED MENU ITEMS:** LIST THE ITEMS YOU WANT TO SELLAT THE FESTIVAL. TRY TOBE AS SPECIFIC AS POSSIBLE AND LIST SELLING PRICES. ANY CHANGES AFTER SELECTION MUST BE PREAPPROVED.

2. **REMINDER:** BEVERAGES MUST BE APPROVED AS WELL. THE SALE OF ALCOHOL IS PROHIBITED.

3. **FIVE ITEM LIMIT:** LIST THE ITEMS IN ORDER OF MOST DESIRED.

4. **NOTE:** SUBMITTING YOUR PPLICATION DOES NOT GUARANTEE ACCEPTANCE. VENDORS WILL BE NOTIFIED.

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| **MENU ITEM** | **PRICE** |
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| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 7. |  |
| 8. |  |

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| BUSINESS NAME |  | | | | | |
| CONTACT NAME |  | | | PHONE |  | |
| ADDRESS |  | | | | | |
| CITY |  | STATE |  | ZIP CODE | |  |
| EMAIL ADDRESS |  | | | | | |

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| PRINTED NAME |  |
| SIGNATURE |  |
| DATE |  |

**IF YOU HAVE ANY FOOD OR MENU RELATED QUESTIONS, CALL PATTI AT 618-826-1430**