CITY OF CHESTER FALL FESTIVAL 2021

CITY OF CHESTER

PARKS AND RECREATION DEPARTMENT

1330 SWANWICK STREET

CHESTER, IL 62233

618-826-1430

CHESTERRECREATION@CHESTERILL.COM

THIS STREET SHOW WILL BE HELD SATURDAY, OCTOBER 16TH, 10 AM- 4 PM, IN CONJUNCTION WITH OUR FALL FESTIVAL. THE FALL FESTIVAL ACTIVITIES WILL ALL BE HELD OUTSIDE. PREPARE FOR ALL TYPES OF WEATHER. **NO REFUNDS WILL BE GIVEN FOR WEATHER.** IN THE EVENT OF A SERIOUS THREAT SUCH AS TORNADO OR HEALTH EMERGENCY, WE WILL COMMUNICATE A PLAN OF ACTION AT THAT TIME.

WE WILL HAVE A COSTUME PARADE FOR KIDS 0-10 YEARS, INFLATABLES, GAMES, PUMPKIN CARVING CONTEST, PUMPKIN DERBY, SIDEWALK CHALK CONTEST, FOOD, VENDORS AND MUCH MORE!

**DATE:** SATURDAY, OCTOBER 16, 2021, 10 AM-4 PM

**BOOTH SIZE:** APPROXIMATELY 10 X10 (ROOM FOR AN EASY UP) YOU WILL NOT BE ABLE TO PARK A CAR OR A TRAILER AT YOUR SPACE. IF YOU NEED TO HAVE A **TRAILER** AT YOUR SPACE YOU WILL HAVE TO PAY FOR MULTIPLE SPACES UNHITCH THE TRAILER FROM YOUR VEHICLE.

 BOOTH SPACE IS APPROXIMATELY 10X10 (INCLUDING YOUR WIRES, 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 CONTAINED WITHIN YOUR SPACE.

**COST:** GENERAL VENDOR $25.00 PER SPACE ($50.00 DEPOSIT) {SHARING FEE $15.00}

 PREMIUM VENDOR $35.00 PER SPACE ($50.00 DEPOSIT) SHARING FEE $25.00}

 (PREMIUM SPACES HAVE A PARKING PERMIT AND MAY BEGIN SET UP AT 8 AM.)

 SNACK VENDOR $40.00 PER SPACE ($75.00 DEPOSIT) {4 SPACES AVAILABLE}

 FOOD VENDOR $50.00 PER SPACE ($100.00 DEPOSIT) {3 SPACES AVAILABLE}

 PARKING PASS $5 FOR THE DAY (20 AVAILABLE)

 **ALL REGISTRATION FEES ARE NON-REFUNDABLE.** **UNLESS EVENT IS CANCELLED BY THE CHESTER PARKS AND RECREATION DEPARTMENT.**

**DEPOSIT: THE DEPOSIT MUST BE PAID SEPARATELY.** THE DEPOSIT WILL BE RETURNED TO VENDORS, WHO ARE SET UP ON TIME AND STAY THE ENTIRE EVENT. IT WILL BE AVAILABLE AT THE INFORMATION BOOTH AT 4:15 PM. VENDORS ARE RESPONSIBLE FOR PICKING IT UP. ANYONE LEAVING EARLY, ARRIVING LATE OR BEING A NO SHOW FORFEITS THE DEPOSIT. THE DEPOSIT MUST BE PAID SEPARATELY. ***DO NOT COMBINE YOUR REGISTRATION FEE AND DEPOSIT.***

**PRIZE:** WE WILL BE AWARDING A PRIZE TO THE VENDOR WITH THE BEST DECORATED FALL BOOTH.

**MERCHANDISE:** PARTICIPANTS MAY SELL CRAFTS, ANTIQUES, PRIMITIVES, ART, ONE OF A KINDS, TREASURES, FLEA MARKET ITEMS, GOOD OL’ JUNQUE AND DIRECT SALES!

**EXCLUSIVITY:** WE DO NOT PROVIDE GUARANTEED EXCLUSIVITY TO ANY VENDOR BUT WE WILL NOT ACCEPT TWO OF THE SAME DIRECT SELLING CONSULTANTS.

**SET UP TIME:** SATURDAY,8:30-10 AM. **THE STREETS WILL NOT BE BLOCKED UNTIL 8 AM.**

 VENDORS SHOULD NOT ARRIVE BEFORE **8:30 AM. *YOU CANNOT SET UP UNTIL 8:30 AM.*** VENDORS SHOULD CHECK IN AT THE INFORMATION BOOTH PRIOR TO SET UP. BRING YOUR DOOR PRIZE.

**BREAK DOWN:** VENDORS WILL NEED TO VACATE THE SPACE BY 5:30 PM SO THAT THE STREETS CAN BE RE-OPENED.

**EQUIPMENT:** VENDORS MUST PROVIDE THEIR OWN TABLES, CHAIRS AND TENTS. TENTS, CANOPIES AND POP-UPS MUST BE SECURED TO WITHSTAND WINDY CONDITIONS. THEY ARE REQUIRED TO BE WEIGHTED DOWN OR ANCHORED.

 STAKES ARE NOT ALLOWED.

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

**DOOR PRIZE:** EACH VENDOR AGREES TO DONATE AN ITEM WITH A MINIMUM VALUE OF $10.00. THIS ITEM MUST BE PRESENTED AT CHECK IN.

**UNLOADING:** ITEMS MAY BE UNLOADED AT DESIGNATED AREAS ONLY. FOR SAFETY REASONS **YOU WILL NOT** BE ABLE TO PULL UP NEXT TO YOUR BOOTH AREA. **MOTOR**  **VEHICLES WILL NOT BE ALLOWED IN THE BOOTH AREA**. PLEASE COME PREPARED.

**PARKING:** IMMEDIATELY AFTER UNLOADING AND **BEFORE** SETTING UP YOUR DISPLAYS, VENDORS MUST MOVE THEIR VEHICLES TO THE PREMIUM PARKING AREA OR DOWN THE STREET TO A PARKING SPACE. WE WANT TO CLEAR UP SPACE FOR OTHER VENDORS TO UNLOAD AND WE WANT TO LEAVE THE CLOSER PARKING SPACES FOR CUSTOMERS.

**REQUIREMENTS:** ALL VENDORS ARE EXPECTED TO BE OPEN DURING THE ENTIRE FESTIVAL. ANYONE LEAVING EARLY WILL NOT BE ACCEPTED AT ANY OTHER CITY SPONSORED EVENTS AND FORFEITS THEIR DEPOSIT. YOUR BOOTH SHOULD BE NEAT AND ATTRACTIVE, SIGNAGE WITH CLEAR PRICING IS REQUIRED. YOU ARE RESPONSIBLE FOR THE REMOVAL OF YOUR OWN TRASH.

**REFUNDS &** IN THE CASE OF EVENT CANCELLATION DUE TO WEATHER A RAIN DATE WILL

**CANCELLATIONS:** BE SCHEDULED SO THERE WILL BE NO REFUNDS OF REGISTRATION FEES OR DEPOSIT. IN THE EVENT OF CANCELLATION DUE TO TORNADO OR LOCAL HEALTH EMERGENCY WE WILL COMMUNICATE A PLAN OF ACTION AT THAT TIME.

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

**QUESTIONS:** CONTACT THE RECREATION OFFICE 618-826-1430 OR BY EMAIL CHESTERRECREATION@CHESTERILL.COM.

CITY OF CHESTER FALL FESTIVAL 2021

FOOD/SNACK VENDOR APPLICATION

**APPLICATION □** APPLICATION

**CHECKLIST:** □ REGISTRATION FEE

 □ DEPOSIT

 □ FOOD MENU WITH PRICING

 □ AFFIRMATION & LIABILITY RELEASE

**KEEP THIS SHEET FOR YOUR INFORMATION**

**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 APPLICATIONS WITH REQUIRED ENCLOSURES AND PAYMENTS (SEE APPLICATION PAGE) BY THE OCTOBER 1, 2021 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 REVIEWED SO THAT 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. VENDOR FEE WITH A COMPLETED AND SIGNED APPLICATION BY OCTOBER 1, 2021. **IN THE EVENT OF NON-ACCEPTANCE YOUR REGISTRATION FEE WILL BE RETURNED.**
3. A SEPARATE $100 CHECK FOR YOUR DEPOSIT. THIS CHECK WILL BE GIVEN BACK TO YOU AT 4:15 PM, OCTOBER 16, 2021, PROVIDED YOU ARE SET UP ON TIME, DO NOT LEAVE EARLY OR CLOSE YOUR BOOTH.

**CONDITIONS**

1. ALL VENDOR LOCATIONS WILL BE ASSIGNED BY EVENT COORDINATOR.
2. 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 WISHES TO SELL ARE SUBJECT TO APPROVAL. ANY PRODUCT NOT SPECIFIED AND APPROVED WILL NOT BE ALLOWED ON YOUR MENU AT THE FESTIVAL, UNLESS PERMISSION IS SOUGHT AND GIVEN. ITEMS MUST BE REMOVED FROM VENDOR STAND WHEN ASKED BY CHESTER PARKS AND RECREATION 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 FOOD VENDOR TO OBTAIN THE APPLICABLE AND APPROPRIATE STATE AND LOCAL LICENSES AND PERMITS. FOOD VENDORS SHOULD CONTACT THE MONROE-RANDOLPH BI-COUNTY HEALTH DEPARTMENT WITH QUESTIONS REGARDING REQUIREMENTS.

*FALL FESTIVAL 2021*

*FOOD/SNACK VENDOR APPLICATION*

**INSURANCE INFORMATION**

FOOD VENDORS MUST SUBMIT A CERTIFICATE OF INSURANCE (COI) PROVING THE VENDOR HOLDS A GENERAL LIABILITY POLICY. THE GENERAL LIABILITY INSURANCE SHALL BE WRITTEN WITHLIMITS NO LESS THAN $1,000,000 EACH OCCURRENCE AND $2,000,000 GENERAL AGGREGATE. THE CERTIFICATE OF INSURANCE MUST BE IN THE RECREATION DIRECTOR’S OFFICE BY 3 PM, FRIDAY, SEPTEMBER 17, 2021.

THE FOLLOWING CONDITIONS MUST ALSO BE MET:

1. THE CITY OF CHESTER MUST BE LISTED AS ADDITIONALLY INSURED ON THE POLICY.
2. THE DESCRIPTION OF OPERATIONS BOX MUST LIST THE NAME, DATE AND LOCATION OF THE EVENT.
3. THE CERTIFICATE HOLDER BOX MUST CONTAIN:

 CITY OF CHESTER

 1330 SWANWICK STREET

 CHESTER, ILLINOIS 62233

IF YOU DO NOT CURRENTLY HAVE AN INSURANCE POLICY, THERE ARE SEVERAL COMPANIES THAT PROVIDE EVENT INSURANCE. SOME EXAMPLES INCLUDE:

[WWW.SPECIALEVENTINSURANCE.COM](http://WWW.SPECIALEVENTINSURANCE.COM)

[WWW.KANDKINSURANCE.COM](http://WWW.KANDKINSURANCE.COM)

[WWW.THEEVENTHELPER.COM](http://WWW.THEEVENTHELPER.COM)

[WWW.FLIPROGRAM.COM](http://WWW.FLIPROGRAM.COM)

THE CITY OF CHESTER IS NOT AFFILIATED WITH, NOR DO WE ENDORSE ANY OF THE ABOVE LISTED INSURANCE COMPANIES.

CITY OF CHESTER FALL FESTIVAL 2021

**Waiver and Release of all Claims and Assumption of Risk Form**

Please read this information carefully and be aware that in signing the form and participating in this event, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you might sustain as a result of participating in any and all activities connected with or associated with this event.

I recognize and acknowledge that there are certain risks of physical injury to participants in this event and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity, that I may have (or to accrue to me) as a result of participating in this event against the City of Chester, including their officials, agents, volunteers, employees, and sponsors.

I do hereby fully release and forever discharge the City of Chester, including their officials, agents, volunteers, employees, and sponsors from any and all claims for injuries, damages or loss that I may have, or which may accrue to me and arising out of, connected with, or in any way associated with this event. \_\_\_\_\_initial

I understand if I am selling farmers market or food items, I will need to supply a copy of my license and/or certifications. \_\_\_\_\_initial

**Video/Photo Release Form**

 I understand that during the event, in which I am are participating, and all activities associated with the event, photographs and or video of myself and/or my booth staff may be taken by Chester, Illinois Parks and Recreation personnel and/or volunteers.

I agree, and by my signature below, hereby consent to the photographs of myself and/or my staff including video photography of myself and/or my staff to be used by the City of Chester and/or the Chester, Illinois Parks and Recreation Department for publishing. This includes websites, print media, social media, videos or any other way they may deem appropriate. \_\_\_\_\_initial

**My signature below indicates that I have read and agree to the Waiver and Release of All Claims and Assumption of Risk Form and the Video/Photo Release.**

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

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

**COMPLETE THIS PAGE FOR ANYONE THAT WILL BE OCCUPYING YOUR BOOTH.**

CITY OF CHESTER FALL FESTIVAL 2021

FOOD/SNACK VENDOR APPLICATION

HOW DID YOU HEAR ABOUT THE FALL FESTIVAL? (CIRCLE ONE)

EMAIL FACEBOOK INTERNET WORD OF MOUTH OTHER

**DO NOT WRITE IN THIS AREA**

|  |  |  |  |
| --- | --- | --- | --- |
| BOOTH TYPE | REGISTRATION FEE | NUMBER REQUESTED | TOTAL |
| FOOD | $50.00 |  |  |
| SNACK | $40.00 |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CHECK # |  | ACH | CASH | OTHER | AMOUNT  |  | DATE |  |

DEPOSIT

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| CHECK # |  | ACH | CASH | OTHER | AMOUNT  |  | DATE |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FOOD | # | X | $100.00 | = | TOTAL |
|  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SNACK | # | X |  $75.00 | = | TOTAL |
|  |  |  |  |  |  |

VENDOR # \_\_\_\_\_\_\_

|  |  |
| --- | --- |
| DATE SUBMITTED |  |
| VENDOR NAME |  |
| BUSINESS NAME |  |
| VENDOR ADDRESS |  |
| VENDOR PHONE | HOME |  | CELL |  |
| EMAIL |  |
| TYPE OF BOOTH | FOOD | SNACK | DRINK |  |

MAKE CHECKS (2) DEPOSIT AND REGISTRATION FEE MUST BE SEPARATE} PAYALBE TO: CITY OF CHESTER FALL FESTIVAL. MAIL CHECKS AND APPLICATION TO:

CHESTER RECREATION

1330 SWANWICK STREET

CHESTER, IL 62233

***FALL FESTIVAL 2021***

***FOOD/SNACK VENDOR APPLICATION***

1. **PROPOSED MENU ITEMS:** LIST THE ITEMS YOU WANT TO SELL AT THE FESTIVAL. TRY TO BE AS SPECIFIC AS POSSIBLE AND LIST SELLING PRICES. ANY CHANGES AFTER SELECTION MUST BE PRE-APPROVED.

2. **REMINDER:** BEVERAGES MUST BE APPROVED AS WELL.

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 OF ACCEPTANCE OR DENIAL. IF YOU ARE DENIED YOU WILL RECEIVE YOUR REGISTRATION FEE AND DEPOSIT BACK.

|  |  |
| --- | --- |
| **MENU ITEM** | **PRICE** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |