

CITY OF CHESTER FALL FESTIVAL 2023
CITY OF CHESTER
PARKS AND RECREATION DEPARTMENT
1330 SWANWICK STREET
CHESTER, IL 62233
618-826-1430
CHESTERRECREATION@CHESTERILL.COM

THIS STREET FESTIVAL WILL BE HELD AT COLE MEMORIAL PARK, FRIDAY, OCTOBER 20TH -SUNDAY, OCTOBER 22ND. WE ARE OFFERING YOU THE OPPORTUNITY TO SET UP AS A FOOD VENDOR FOR OUR EVENT. WE WILL LIMIT THE FOOD ITEMS AND DRINK ITEMS. THOSE WHO TURN IN THEIR REGISTRATION FORMS FIRST WILL BE CONSIDERED FIRST.

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 ACTIVITIES FOR ALL AGES, FREE INFLATABLES/INTERACTIVES/GAMES, CARVED PUMPKIN CONTEST, PUMPKIN RACE, FOOD, VENDORS, CARNIVAL RIDES, LIVE MUSIC, PARADE, FIREWORKS AND MUCH MORE!

DATE & TIMES: FOOD VENDORS: FRIDAY, OCTOBER 20TH, 4 – 10 PM (11 PM OPTION)
SATURDAY, OCTOBER 21ST, 11 AM – 10 PM (11 PM OPTION)
SUNDAY, OCTOBER 22ND, 12 – 6:30 PM

BOOTH SIZE: BOOTH SPACE IS APPROXIMATELY 10X20 (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. YOU WILL NOT BE ABLE TO

COST: PARK A CAR OR A TRAILER AT YOUR SPACE
FOOD VENDOR \$200 PER SPACE FOR 3 DAYS -DEPOSIT \$200 PER SPACE. LIMIT OF 2 SPACES.

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

THE DEPOSIT MUST BE PAID SEPARATELY IT WILL BE AVAILABLE AT THE CENTRAL STAND SUNDAY, OCTOBER 22ND AT 6:15 PM FOR VENDORS TO PICK UP. VENDORS ARE RESPONSIBLE FOR PICKING IT UP AT THIS TIME. DEPOSITS NOT PICKED UP BY 7 PM WILL BE CONSIDERED DONATIONS. VENDORS LEAVING EARLY, ARRIVING LATE, BEING A NO SHOW, ATTEMPTING TO PULL VEHICLES INTO RESTRICTED AREAS BETWEEN 3 PM FRIDAY AND 7:30 PM SUNDAY, FORFEIT THEIR DEPOSIT. **DO NOT COMBINE YOUR REGISTRATION FEE AND DEPOSIT.**

MERCHANDISE: YOU MUST INCLUDE A LIST OF ITEMS YOU ARE REQUESTING TO SELL AND MUST INCLUDE PRICES. ONLY APPROVED ITEMS MAY BE SOLD AT YOUR BOOTH.

EXCLUSIVITY: WE DO NOT PROVIDE GUARANTEED EXCLUSIVITY TO ANY VENDOR. WE WILL DENY ITEMS SOLD BY THE CARNIVAL AND WILL LIMIT CERTAIN FOOD AND DRINK ITEMS. SELECTION WILL BE MADE BASED ON PREVIOUS PARTICIPATION AND ORDER OF REGISTRATION.

SET UP TIME: **FOOD VENDORS MAY BEGIN SET UP FRIDAY AT 8:30 AM.** YOU SHOULD BE ABLE TO PULL UP NEXT TO YOUR BOOTH AND UNLOAD. VENDORS SHOULD CHECK IN AT THE CENTRAL STAND PRIOR TO SET UP.

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

ELECTRICITY: **SOME SERVICE AVAILABLE**

UNLOADING: ITEMS MAY BE UNLOADED AT DESIGNATED AREAS ONLY. FOR SAFETY REASONS **YOU WILL NOT** BE ABLE TO DRIVE INTO THE BOOTH AREA BETWEEN 3 PM FRIDAY AND 7:30 PM, SUNDAY. **MOTOR VEHICLES WILL NOT BE ALLOWED IN THE BOOTH AREA ONCE FESTIVAL STAFF BELIEVE IT IS NO LONGER SAFE.** PLEASE COME PREPARED.

PARKING: IMMEDIATELY AFTER UNLOADING AND **BEFORE** SETTING UP YOUR STAND, VENDORS MUST MOVE THEIR VEHICLES TO A STREET 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 SALE HOURS. 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 & CANCELLATIONS: THIS IS A RAIN OR SHINE EVENT. NO 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 2023
FOOD/SNACK VENDOR APPLICATION
KEEP THIS SHEET FOR YOUR INFORMATION

GENERAL INFORMATION

THIS DOCUMENT CONTAINS PERTINENT RULES 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). 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. **IN THE EVENT OF NON-ACCEPTANCE YOUR REGISTRATION FEE WILL BE RETURNED.**
3. A SEPARATE \$200 CHECK FOR YOUR DEPOSIT.

CONDITIONS

1. ALL VENDOR LOCATIONS WILL BE ASSIGNED BY EVENT COORDINATOR.
2. WITH THE EXCEPTION OF SET-UP/LOAD-IN AND BREAK-DOWN/LOAD OUT TIMES, VEHICLES WILL NOT BE PERMITTED INTO THE EVENT SITE. **NO EXCEPTIONS – PLAN ACCORDINGLY**
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.

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, OCTOBER 6, 2023.

THE FOLLOWING CONDITIONS MUST ALSO BE MET:

- A. THE CITY OF CHESTER MUST BE LISTED AS ADDITIONALLY INSURED ON THE POLICY.
- B. THE DESCRIPTION OF OPERATIONS BOX MUST LIST THE NAME, DATE AND LOCATION OF THE EVENT.
- C. 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
WWW.KANDKINSURANCE.COM
WWW.THEEVENTHELPER.COM
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 2023

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

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.

