



Wauconda Fest Food Vendor

Application 2017

June 22, 23, 24 & 25

Application Deadline is April 14, 2017

Please review the entire application before submitting 2017 application.

Submittal of your application *does not guarantee* that you will be a vendor. The Food Committee will make the final recommendation of vendors to the Fest Committee.

* It is the goal of the Committee to have food that is geared towards families and is reasonably priced. Food vendor selections for 2017 will be based on menu selection and pricing of items.

WAUCONDA FEST 2017

LOCATION: Homer T. Cook Park – 600 N. Main Street

DATES & TIMES: Thursday, June 22 5:00 p.m. to 10:00 p.m.
Friday, June 23 5:00 p.m. to 12:00 a.m.
Saturday, June 24 12:00 noon to 12:00 a.m.
Sunday, June 25 12:00 noon to 9:00 p.m.
(Hours are subject to change)

ELECTRIC:

Each vendor will be supplied with 4 duplex outlets, which will be 4-20 amp circuits located in each vendor space. All surge strips must be for 20 amps. Extension cords must be 12 gauge or larger (20 amp or greater). Vendors are responsible for providing surge strips and extension cords. The District will remove all non-compliant electrical equipment and vendors will not be allowed to operate until proper equipment is in place.

BOOTH SIZE:

Approximately 10' X 15' under the main tent. Areas behind the vendor other than cooking areas must be kept free of debris for fire department access.

ICE AND PROPANE:

Ice and propane are to be provided by the vendor. All propane tanks must be staked in compliance with Village Ordinances.

MENU:

It is the intent of the committee that the food be geared to families and that a variety of menu choices be available. It is also our intent that the vendors have equal opportunity in food selections to sell. **Vendors must sell a minimum of 3 items.**

MENU BOARD & BOOTH SIGNAGE:

Each vendor shall have posted in his booth a minimum 2' X 3' menu board with prices visible to the public. All vendors must have a minimum 2' X 6' overhead sign identifying their booth. Hanging heights of the banners will be regulated by the committee. Vendors are responsible for the hanging of their own signs. Vendors may not add to their menu or change the pricing of items without approval from the Food Committee.

BEVERAGES:

To be sold strictly by the Park District.

OPEN COOKING:

Only steam tables and warming ovens will be allowed within the booths and under the main tent. Any cooking done on grills, stoves or in a fryer must be done behind the vendors designated booth space outside the tent. In such case, vendors must provide a protective barricade. Non-potable water will be available at the festival.

BOOTH SET-UP/DELIVERIES

Vendors may begin setting up their booths and equipment at 2:00 p.m. Wednesday, June 21st. No vehicles will be allowed on the fest grounds for the purpose of delivery and/or set-up **1 hour** prior to the start of the festival.

HEALTH AND FIRE DEPT. INSPECTIONS

All Vendors are responsible for securing their own permits with the Lake County Health Dept. All handling, storage, preparation of food and cleaning of each booth is the responsibility of the vendor and must be ready for inspection by opening on Thursday, June 22ND at 4:30 p.m. **YOU WILL NOT BE ALLOWED TO OPERATE WITHOUT APPROVAL FROM THE HEALTH AND FIRE DEPARTMENTS.**

REFRIGERATION:

Vendors are responsible for providing their own refrigeration equipment. Electric service is provided to each booth on a 24-hour basis.

DISMANTLING/CLEAN UP -

Clean up will begin immediately after the festival is closed on Sunday, June 25 and the park is cleared of people. No vendor will be able to breakdown early. Removal of equipment can only begin on Sunday after the event closes (9:00 pm). **Any vendor removing equipment early is subject to loss of "clean up" deposit** (early removal of equipment is not only dangerous to our patrons, it looks very unprofessional) Food vendors are responsible for cleaning the area under and in back of the vendor space. Grease, cooking oil and waste must not be dumped on park grounds. This will be monitored very closely by the Park District.

All equipment and vendor property must be removed by **8:00 a.m. on Monday, June 26th** following the Fest.

INSURANCE:

Each vendor is required to provide the Wauconda Park District with an original Certificate of Insurance for Comprehensive General Liability to include products liability with the Park District named as an additional insured. Insurance certificate is due with final payment on May 19th.

Wauconda Fest 2017 – Dates to Remember

- **April 14, 2017** – last day to submit application and \$250 application fee. If vendor is approved, the application fee will be put towards the vendor booth fee. All fees will be returned if vendor is not selected to participate in the Fest.
- **May 12, 2017** – vendors will be notified if they have been approved for the Fest. Once approved by the Committee your deposit will be non-refundable.
- **May 30, 2017** – vendors must submit full payment and certificate of insurance to the Park District.

Vendors will not be allowed to change menu selections or pricing of items without approval of the Fest Committee.

Fees: \$ 775 per space
Clean Up Fee Refundable \$ 150 per vendor*
(*this should be a separate check- refer to Dismantling & Clean Up section)

Please return all applications to the: **Wauconda Park District
600 N. Main Street
Wauconda, IL 60084
Attn: Nancy Burton**

A deposit fee of **\$250** must be submitted with application.

If you have any questions, please contact Nancy Burton at 847-526-3610

Wauconda Fest 2017 Food Vendor Application

Name of Business or Organization: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell _____

Fax: _____ E-mail address: _____

Each vendor will be allowed to sell 5 items. *****Vendors must sell a minimum of 3 items in order to be considered for the Fest. Ex: Pizza is considered one item even if you are selling thick and thin.*** The sale of any beverages will be prohibited by the food vendors. Only food items are allowed to be sold out of vending space. ***After final menu approval, no additional food items can be added or pricing changed without the approval of the Wauconda Fest Food Committee***

Please note: Duplication of food items may occur. (Ex: more than one vendor may be selling pizza, hot dogs, italian beef, corn on cob, etc..)

<u>Menu Items</u>	<u>Price per Item</u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

All sales will be on a cash basis.

I understand that adherence to the rules and regulations of the Wauconda Fest Committee is a must and that any violation of these will result in my immediate removal from Wauconda Fest and all fees will be forfeited. I, I, my executors, and my administrators do hereby release all rights to ever make claims on my behalf against the Wauconda Park District. I understand that I am responsible and have full control for my food booth and release all sponsors or officials from liability for any damage, injury, illness, or loss of property while traveling to or from or while participating in Wauconda Fest.

Owners Name: _____

Phone: _____

Email: _____

Representative: _____
(Individual Responsible & Manning Booth)

Business Name: _____

Address: _____

City: _____

State: _____ Zip _____