



## ***Wauconda Fest Food Vendor***

### ***Application 2018***

***June 21, 22, 23 & 24***

***Application Deadline is April 30, 2018***

***Please review the entire application before submitting 2018 application.***

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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.

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\* It is the goal of the Committee to have food that is geared towards families and is reasonably priced. Food vendor selections for 2018 will be based on menu selection and pricing of items.

# WAUCONDA FEST 2018

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

DATES & TIMES: Thursday, June 21 5:00 p.m. to 10:00 p.m.  
Friday, June 22 5:00 p.m. to 12:00 a.m.  
Saturday, June 23 12:00 noon to 12:00 a.m.  
Sunday, June 24 12:00 noon to 9:00 p.m.  
(Hours are subject to change)

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## **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.

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## **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.

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## **ICE AND PROPANE:**

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

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## **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.**

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## **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.**

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## **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.

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## **BOOTH SET-UP/DELIVERIES**

Vendors may begin setting up their booths and equipment at 2:00 p.m. Wednesday, June 20<sup>th</sup>. 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.

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## **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 21<sup>st</sup> at 4:30 p.m. **YOU WILL NOT BE ALLOWED TO OPERATE WITHOUT APPROVAL FROM THE HEALTH AND FIRE DEPARTMENTS.**

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## **REFRIGERATION:**

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

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## **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 25<sup>th</sup>** following the Fest.

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**Wauconda Fest 2018  
Food Vendor Application**

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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 \_\_\_\_\_