

**Wicker Park Fest**  
**July 31 & August 1<sup>st</sup>, 2010, 12:00 PM – 10:00 PM**

Location: Milwaukee Avenue, Between North Avenue and Wood, Chicago.  
Beneficiary: Wicker Park & Bucktown Chamber of Commerce

**Application Deadlines: Food Vendors – May 1<sup>st</sup>, 2010. Merchant/Retail Vendors, June 1<sup>st</sup>, 2010.**

**TYPE OF VENDOR (Check one)**

Not for Profit       Food       Merchant/Retail

Companies that are for-profit and have a storefront and/or are publicly traded or have multiple offices or locations on a regional or national basis are required to participate at the sponsor level. Depending on involvement, this level includes on-site promotion, media, benefits, preferred booth placement and entrance banners. For more sponsorship information, contact Tom Neubauer at Big Creek Productions via email at [tomn@bigcreekevents.com](mailto:tomn@bigcreekevents.com) or by phone at 773.334.9611.

**CONTACT & BUSINESS INFORMATION (All information required)**

Are you a chamber member?  Yes       No      WPBCC Member # \_\_\_\_\_

Have you ever participated in an outdoor festival before?  Yes       No

Name of Business: \_\_\_\_\_

Contact Name: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone Number \_\_\_\_\_ Onsite Contact Number \_\_\_\_\_

Fax Number \_\_\_\_\_ Email address \_\_\_\_\_

FEIN Number/Illinois Business Tax (IBT) Number/Social Security #: \_\_\_\_\_

\*If you are selling merchandise, you must provide an IBT number.

\*If you do not have an IBT #, please visit <https://www.revenue.state.il.us/app/ibri> to obtain one.

Dept. of Business Affairs & Consumer Protection Acc't #: \_\_\_\_\_

\*(To obtain a DBACP number, please call 312.744.6249)

**DETAILED DESCRIPTION OF ITEMS TO BE SOLD / DISPLAYED**

**\*Food Vendors are limited by the City of Chicago and the Health Department to a maximum of 4 food items. Food vendors, please use the attached City form for description of food items.**

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**INSURANCE**

Insurance is required for all food and beverage vendors. Insurance certificates **MUST** be submitted with application. **The below information MUST be included on the insurance certificate exactly as it appears here:** *Description:* For participation in Wicker Park Fest, to be held July 31 and August 1, on Milwaukee Ave between North Avenue and Wood in Chicago Illinois. *Certificate Holder:* Wicker Park Bucktown Chamber of Commerce, 1414 N Ashland Ave, Chicago, IL, 60622.

*The "Additionally Insured" MUST name:* City of Chicago, Big Creek Productions, Wicker Park Bucktown Chamber of Commerce, Criterion Productions.



**FEE WORKSHEET (Cont')**

**Electricity**

If Electricity is required, it MUST be purchased from Big Creek Productions – personal generators are not acceptable at any street festival.

Desired space location is not GUARANTEED, as all booths with electricity will be grouped together.

Please list items you will be using that require electricity (be specific):

<u>Item</u> _____	<u>Volts, Amps/Wattage</u> _____
<u>Item</u> _____	<u>Volts, Amps/Wattage</u> _____
<u>Item</u> _____	<u>Volts, Amps/Wattage</u> _____
<u>Item</u> _____	<u>Volts, Amps/Wattage</u> _____
<u>Item</u> _____	<u>Volts, Amps/Wattage</u> _____

**Optional Rental Equipment (To be completed by all vendors)**

\_\_\_\_\_ Will provide own equipment

\*All equipment that is self-provided must be safe, in good condition, and tents securely weighted down. The festival may require additional weight, adjustments, or removal of unsafe structures and materials as it deems necessary.

\_\_\_\_\_ Rental Equipment Needed:

<u>10x10 tent</u> _____	\$185.00 each	x	Quantity_____	<b>Total</b> _____
<u>10x20 tent</u> _____	\$300.00 each	x	Quantity_____	<b>Total</b> _____
<u>Tent Sides</u> _____	\$15.00/ 10' side	x	Quantity_____	<b>Total</b> _____
<u>8' table</u> _____	\$15.00 each	x	Quantity_____	<b>Total</b> _____
<u>10' Counter</u> _____	\$35.00 each	x	Quantity_____	<b>Total</b> _____
<u>Chair</u> _____	\$5.00 each	x	Quantity_____	<b>Total</b> _____

**Rental Equipment Total** \_\_\_\_\_

**TOTAL FEES**

Event Booth Space Total	\$ _____
+	
Optional Rental Equipment Total	\$ _____
=	
<b>YOUR TOTAL FEE</b>	<b>\$ _____</b>

**PAYMENT**

Applications MUST be submitted with full payment to be considered. **There are NO EXCEPTIONS to this rule.** All payments will be processed regardless of your status of acceptance into the festival. Information on refunds is located in the “Rules and Regulations” section of this contract.

Please make checks/money orders payable to: WICKER PARK & BUCKTOWN CHAMBER OF COMMERCE.

Select Payment Type:

\_\_\_\_\_ Check. Please indicate check # \_\_\_\_\_

\_\_\_\_\_ Money Order

**Make check payable to:           Wicker Park & Bucktown Chamber of Commerce**

**Mail completed materials to: Wicker Park & Bucktown Chamber of Commerce  
1414 N Ashland Ave  
Chicago, IL 60622**

**REQUIRED MATERIALS CHECKLIST**

Please use the following checklist to ensure your application can be processed. Your Application will NOT be processed without ALL of the following information:

***Not-for-Profit, Merchant / Retail:***

\_\_\_\_\_ Completed Festival Application\*

\*Submission of an application does NOT automatically guarantee acceptance into the festival. Only a confirmation letter signifies acceptance into the festival. Confirmation letters are sent out approximately 3 weeks prior to the festival.

\_\_\_\_\_ Photos or slides of wares (including an appropriately sized self-addressed stamped envelope for return)

\_\_\_\_\_ Payment for space fees, city license fees, equipment rentals and electric fees.

\_\_\_\_\_ Certificate of Insurance

\_\_\_\_\_ Illinois Business Tax Number (for sales tax), FEIN Number or Social Security Number.

***Food and Beverage (All of the above PLUS):***

\_\_\_\_\_ Copy of current Summer Sanitation Certificate

\_\_\_\_\_ Copy of current health inspection (must be dated on or after February 1, 2010)

\_\_\_\_\_ Completed Temporary Food Vendor License Application (attached)

\_\_\_\_\_ Payment for space fees, city license fee, equipment rentals and electric fees

\_\_\_\_\_ City of Chicago Department of Business Affairs and Consumer Protection Account number  
(To obtain a DBACP number, please call 312.744.6249)

## **RULES AND REGULATIONS**

1. **CONTRACT CANCELLATION.** Wicker Park & Bucktown Chamber of Commerce reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients and/or advisors. Any cancellations by management will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines will not be eligible for refunds.
2. **EXCLUSIVITY.** We do not provide guaranteed exclusivity to any vendor.
3. **BOOTH PLACEMENT.** We reserve the right to relocate a vendor when necessary even after the space has been assigned.
4. **WATER.** Unless otherwise specified, running water is NOT provided.
5. **ELECTRICITY.** No personal or small portable generators are permitted on the grounds of the event for use within your booth.
6. **MUSIC.** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by the festival committee.
7. **LAWS.** Drilling into the street is not permitted. Violators are subject to a fine of \$200.00 and/or space cancellation by Big Creek Productions. Participant is additionally and directly responsible for fines and any consequential damages stemming from Participant's violation of City ordinances.
8. **SET-UP AND TEAR-DOWN.** Each vendor is responsible for set-up, take-down and clean-up of his/her stand. Vehicles are allowed on the street only for set-up prior to the event and tear-down once the festival closes and the Police have given the go-ahead for vehicles to re-enter the site. Unless otherwise noted, parking is not provided to any vendor. Load-in / set-up times are provided in the confirmation letter sent to you prior to the event. You must remove your vehicle immediately after unloading merchandise.
9. **TRASH DISPOSAL.** Each space must be kept clean throughout the event and left clean each night. Trash receptacles and bags will not be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged will be subject to a fine of \$100.00 and/or loss of vending privileges. Sidewalks must be left unobstructed unless otherwise indicated.
10. **BUSINESS CONDUCT.** Vendors and their employees must maintain the highest degree of professionalism in their booths and on event grounds at all times.
11. **INDEMNIFICATION.** Wicker Park and Bucktown Chamber of Commerce, Big Creek Productions, Criterion Productions, their employees, related festival providers of goods and services, or any participation sponsor will NOT be responsible for any injury, loss or damage that may occur to the vendor or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.
12. **REFUND PROCESS.** Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees.
  - A \$50.00 non refundable administration fee will be applied to any cancelled application.
  - Cancellation made between May 25<sup>th</sup> and June 8<sup>th</sup> will forfeit 50% of total fees paid.
  - Cancellation made after June 8<sup>th</sup> (including day of event) will NOT be entitled to a refund.
  - All denied applications will receive a full refund.
  - Vendor will be charged \$30.00 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds.
  - All refund checks will be made out to the account holder listed on the initial payment to WPBCC unless specified otherwise.

*Additional regulations pertaining to Food and Beverage Vendors continue on the next page.*

**RULES AND REGULATIONS (cont'd.)**

**Additional Requirements for Food/Beverage Vendors**

1. **TENTS.** All tents, booths or canopies used for cooking must be made from fire retardant material. Certificate of approval by approved testing laboratory certifying fire retardant shall be required and posted within the ten on-site during the event.
2. **SPECIAL WASTE.** All grease, charcoal, etc., must be disposed of properly – not left in the street or poured down a sewer! A staff member of Big Creek Productions will review the space each night with the vendor. If a vendor is not present, Big Creek Productions reserves the right to determine the cleanliness of the space.
3. **PROPANE.** City of Chicago requires all propane tanks to be chained together and attached to stationary material (such as a post). Big Creek Productions reserves the right to terminate any food sales until propane tanks are properly maintained.
4. **FIRE EXTINGUISHER.** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multi-purpose dry chemical. The minimum size extinguisher is 20 (twenty) pounds.
5. **FOOD/BEVERAGE SPONSORS.** Each year various food and beverage sponsors support this event. Big Creek Productions reserves the right to dictate which products will be served. Vendor will be notified as sponsors commit to this event. No non-sponsored beverages may be served or sold. Violations will result in cancellation of contract and loss of space and all fees paid.
6. **SUMMER FESTIVAL FOOD VENDOR SANITATION CERTIFICATE.** A person who has completed the Summer Festival sanitation training for the current year must be present at the booth at all times food is being handled, with their original certificate.
7. **ITEMS FOR SALE.** Menu items are not allowed to be changed once the application has been filed. Novelty and promotional items (i.e., t-shirts, caps) may not be sold in the food/beverage booths.

**EXECUTION**

By signing this agreement, I hereby acknowledge and accept all terms and conditions of this vendor application which will be considered a legal contract between me (Vendor) and the Event Producer (Big Creek Productions and WPBCC). Vendor acknowledges that Big Creek Productions is acting as an agent for the hosting organization (WPCBB) who owns the event and at no time is Big Creek Productions empowered to negotiate fees, offer discounts or refunds. Under all circumstances, unless stated in the rules and regulations, there are no refunds.

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Signature \_\_\_\_\_ Date \_\_\_\_\_

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Print Name \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
<b>Date:</b> _____	<b>Amount: \$</b> _____
<b>Check #</b> _____	<b>Code:</b> _____
<b>Initials:</b> _____	



**MAYOR'S OFFICE OF SPECIAL EVENTS**  
**SPECIAL EVENT PERMIT APPLICATION**

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

**INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

**SPECIAL EVENT FOOD LICENSE APPLICATION**

**FEE: \$ 125.00 PER VENDOR**

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

*Please type or print clearly. Application will be returned if not completed in it's entirety.*

Name of Event

Address of Event

Date(s) of Event

Hours of Event

Name of Sponsoring Event/Coordinator

Phone Number

Name of Food Vendor

Contact

**Department of Business Affairs & Consumer Protection Account Number**

Phone Number

*If you do not know your account number please phone (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number you will need to complete the Business Information Sheet on pages 16 & 17 or visit [www.cityofchicago.org/businessaffairs](http://www.cityofchicago.org/businessaffairs)*

Address

City

Zip Code

Summer Festival Food Vendor Sanitation Certificate Number

**Each event requires a Summer Food Vendor Certified person at each booth at all times food is handled.**

**SIGNATURE** (\*Must be signed by an owner or officer) \_\_\_\_\_ Title: \_\_\_\_\_

List the name and address of the licensed kitchen or food establishment to be used for the initial food preparation and storage of equipment (where food is to be actually prepared and equipment is sanitized and stored). Food or equipment may not be stored in the home (**Attached signed Affidavit**)

Describe the method of transporting food and the temperature it will be held at the event site (i.e. refrigerated cold storage containers, refrigerated vehicle capable of maintaining temperatures of 40° F or below, hot foods 140° F or above)

Describe the method of storage at the event site (i.e. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. List the temperatures food items will be cooked to.

Indicate the location of restroom facilities within proximity to the food vending booth on the attached site plan.

Describe the hand washing facilities at the food vending booth. Portable hand sinks are required. A permit will not be issued without hand washing facilities.

**INSTRUCTIONS:** PLEASE TYPE OR PRINT CLEARLY. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

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## **SPECIAL EVENTS MENU APPROVAL REQUEST**

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Must Be Filled Out (Provide detailed information for each question). Requirements may be imposed to protect the public's health or to prohibit the sale of some or all potentially hazardous foods such as raw foods, sushi or oysters. When no health hazard exists, some requirements may be waived.

**List the proposed foods and ingredients to be served at the event.** You may list up to 4 items on one sheet (use back of sheet if necessary)

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**List source where items will be purchased** (Name, Address, Phone Number . . . retain all receipts for inspection)

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**List any equipment that may be used at the event in the preparation of food or beverages**

(i.e. mixers, blenders, etc. include drawings & specifications)

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**Describe the method of cooking at the event:** Raw animal products must be cooked to the following internal temperature for at least 15 seconds: Poultry and stuffed foods - 165° F, Pork; ground, diced or shredded meats and fish; eggs cooked in advanced - 155° F, whole cut meats and fish, eggs 145° F. List the temperatures food items will be cooked to.

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**All vendors must have a passing inspection dated not more than six months before the event. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months before the event. A copy of the following must be attached to each application: *Site Plan, Summer Festival Food Vendor sanitation certificates(s), signed affidavit, if you received permission to use a licensed kitchen.* A copy of your current health inspection must be attached to each application.**