



## BELMONT & SHEFFIELD MUSIC FEST

**Date:** Saturday & Sunday, May 27 - 28, 2017

**Time:** Saturday: Noon to 10:00 p.m. Both Days

**Attendance:** 20,000

**Location:** On Sheffield at Belmont, Chicago

**Beneficiary:** Lakeview East Chamber of Commerce

**Target:** A hip, youthful, educated audience that's also social-media savvy. Cutting-edge, active lifestyles with high disposable income.

### Overview:

Welcome to late spring warmth, and sunshine-filled days! Celebrating its 33<sup>rd</sup> year in 2017, Belmont-Sheffield Music Fest will kick off Chicago's outdoor street fest season when it again celebrates the unofficial start of summer and, of course, great weather.

Located just steps from the bustling Belmont Red Line "El" stop, this hip and popular street party in the heart of Chicago's Lakeview neighborhood will again showcase the region's favorite tribute bands. This iconic fest) also features plenty of food and libations as well as artisans who will roll out their newest creative handiwork.

### Components

- One stage of music (featuring the Midwest's top tribute bands).
- Arts & crafts vendors.
- Food from local restaurants.

### Your application will NOT be processed without the following information:

- Completed festival application
- Payment for space and rentals fees
- Temporary Food Vendor License Application
- Copy of the Summer Sanitation Certificate
- Copy of your establishments current (2017) Health Inspection
- Certificate of Insurance

Still have questions? Please email [exhibitors@chicagoevents.com](mailto:exhibitors@chicagoevents.com) or call 773-584-6633.

# BELMONT & SHEFFIELD FEST 2017 RULES & REGULATIONS

- Contract Cancellation:** Chicago Special Events Management (hereinafter "SEM") reserves the right to cancel a contract at any time for the good of the festival, by its sole discretion or by the direction of the Lakeview East Chamber of Commerce (AKA "Committee"). Any cancellations by management will be refunded if ALL rules and regulations have been followed. Cancellation or suspension due to lack of proper city licensing or failure to meet or maintain guidelines will not be eligible for refunds.
- Account Holds:** SEM and the Lakeview East Chamber of Commerce are not responsible for denial of a license by the City of Chicago (and State of Illinois Liquor Control Commission – for Alcohol Vendors only) due to any holds placed on business accounts or any individuals associated with or acting on-behalf of your business. Each participant is responsible for resolving ALL standing license holds prior to submitting their application. If there is a hold, SEM will be contacted by the City and/or State with holds on accounts. It is essential that you call each government agency regardless of your assumed standing prior to the event, to make sure your license or business is clear of any outstanding issues.
  - City of Chicago Department of Business Affairs & Consumer Protection Agency: 312-744-6060.
  - State of Illinois Liquor Control Commission (Alcohol Vendors): 312-793-3380.
- Exclusivity:** We do not provide guaranteed exclusivity to any participant/exhibitor. All food vendors will be permitted to sell ONLY 4 food items. These items will be approved by the committee. Also, all signs will need to be uniformed. An example will be sent directly after this application is processed.
- Water:** Running water is not provided on site. You must supply your own fresh water.
- Electricity:** No small portable generators or car batteries are permitted within your booth. All electricity on site, if paid for, is portable and provided by a third-party supplier. Any service disruptions and/or blackouts from electricity provided by SEM will not result in a rebate or refund.
- Music:** This event STRICTLY prohibits the playing of recorded or live music in your booth.
- Laws:** Drilling in the street is not permitted to secure your tent or equipment. Violators will be subject to a \$500 city fine and space cancellation at the event. You are directly responsible for city violations and fines.
- Set-up and Tear-down:** Each participant is responsible for setup, take down and clean-up of his/her booth space. Vehicles are allowed on the street only for setup prior to the event and tear down once the festival closes. You will be notified when it is safe to bring your vehicle on the street. Unless otherwise noted, parking is not provided to any participant but is available for an additional fee if arranged prior to the event. Load-in/set-up times will be provided to you by email one week prior to the event. You must remove your vehicle immediately after unloading your merchandise. You are allotted 2 hours from closing time of the event to vacate your booth space after the event.
- No Show Policy:** Participants who have not checked-in and/or called the Festival Emergency Number (provided prior to event) by 8:00 AM Saturday, May 27<sup>th</sup> will be considered a "no-show." No Show participants/artist will NOT be eligible for refunds and assigned booth space will be forfeited to a wait-list participant.
- Trash Disposal:** Each space must be left clean throughout the event and each night. Trash receptacles and bags will not be provided, this is your responsibility. Trash (in bags) will be picked up from booths. May be subject to additional fees if your space is not maintained as delivered, upon vacating your event space.
- Indemnification:** The Lakeview East Chamber of Commerce, Chicago Special Events Management, its employees, festival service providers, or any participating sponsors will NOT be responsible for any injury, loss, or damage that may occur to the participant (artist or restaurant), any of the participant's employees or any property prior to, during or after the period covered by the participation exhibitor contract. This signed contract states that you agree to the terms and indemnify all parties working and producing the event from any liability or claim.
- Booth Space:** Each vendor must use only the space that they are granted. Only a three-foot entry way is permitted. Sidewalks must be left unobstructed at all times. It is strictly prohibited to store items on the sidewalk across or adjacent to your booth. We reserve the right to relocate a participating artist/restaurant when necessary even after a space has been assigned – based upon approval of the festival committee.
- Third Party Vendors:** You cannot resell or lease any space to a 3rd party to participate in the event in your booth.
- Event Hours:** All vendors must remain open during festival hours.
- Each participating bar will be charged a service fee from the beer distributor to cover on-site cost. This fee will be added on to your beer usage fee for product used on site and collected at the end of each day. The forecasted charges are approximately \$175.00 per booth location.

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**Failure to comply with any rules and regulations will result in on-site ejection and the loss of future participation in the event. By signing this application, I certify that I understand and will follow the rules and regulations and accept all the terms of this agreement.**

# 2017 Belmont & Sheffield Music Fest

May 27-28

Application Deadline: April 28, 2017



## EXHIBITOR APPLICATION Food/Beverage Vendor Application

### EXHIBITOR TYPE

Food  10x10 Space: \$1,200.  10x20 Space: \$1,800.

Beverage  10x10 Space: \$800.  10x20 Space: \$1,100.

*\*Includes: Application fee, booth space, food permit, electric sanitation sink.*

### CONTACT INFORMATION

CONTACT NAME

BUSINESS NAME

HOME ADDRESS

CITY

STATE

ZIP CODE

BUSINESS ADDRESS

CITY

STATE

ZIP CODE

HOME PHONE

BUSINESS PHONE

FAX

ON-SITE CONTACT PHONE

EMAIL

WEBSITE

FEIN/SSN/IL BUSINESS TAX#

### BOOTH REQUEST

*List any booth or special requests. No request is guaranteed.*

### MENU ITEMS

*Selling (4) menu items ONLY is a requirement set in place for summer vendors by SEM in compliance with the City of Chicago and the Department of Cultural Affairs & Special Events and the Lakeview east Chamber of Commerce.*

Menu Item	Price
	\$
	\$
	\$
	\$

**ELECTRICITY**  Yes  No

Please list ALL appliances, including lighting, which will require a power source at the event. If the voltage and amps for each appliance are incorrectly listed, you run the risk of not having ample electricity to power your needs.

**Voltage = the current:** 110/120v – house current; 220v – freezers, pizza ovens; 480v – heavy equipment.

**Amps** (traditionally found on back of appliance near cord): 15 amps – normal household appliances; 20 amps – heat lamps, electric cookers; 40 amps – deep fryer, refrigeration. For complex needs, please email photo of plug to [exhibitors@chicagoevents.com](mailto:exhibitors@chicagoevents.com).

Appliance Type	Quantity	Voltage	Amps

**RENTAL EQUIPMENT**

Check all that apply.

Equipment Available	Quantity Requested	Total Cost (paid by vendor)
10x10 Tent (\$350)		\$
10x20 Tent (\$525)		\$
Tent Sides (\$30/10' side)		\$
Tent Lights (\$75)		\$
8-foot table (\$50 each)		\$
Chair (\$25 each)		\$
<b>Total Rental Fee</b>		\$

**FEE CALCULATOR**

Fee	Amount
Booth Fee (reference first page of application)	\$
Rental Equipment Fee (above)	\$
<b>TOTAL AMOUNT DUE:</b>	

**PAYMENT OPTIONS**

All payments will be processed regardless of your status of acceptance into the festival. Submission of an application does NOT automatically guarantee acceptance into the festival. All credit card payments are subject to a \$3.95 fee plus 2.95% of total.

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 CREDIT CARD TYPE

NAME ON CARD

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 CREDIT CARD #

EXP. DATE

CSV CODE

If paying by cash, check or money order, submit in person or mail to: Special Events Management, 2221, W. 43<sup>rd</sup> Street, Chicago, IL 60609. Do not send cash in the mail.

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**SIGNATURE:** I understand and agree with all the terms of the 2017 Belmont & Sheffield Music Fest.



**CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS**  
**SPECIAL EVENT PERMIT APPLICATION**

**SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION**

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

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

**FEE: \$ 75.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.**

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

**EVENT INFORMATION:**

Name of Event

Address of Event

Date(s) of Event

Hours of Event

Name of Event Sponsor

Event Coordinator

Phone Number

**VENDOR INFORMATION:**

Name of Food Vendor

Contact

Phone Number

**Department of Business Affairs & Consumer Protection BUSINESS ACCOUNT NUMBER (6 digits)**

*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 City of Chicago Business Information Sheets on pages 26 & 27 of this packet or visit [www.cityofchicago.org/businessaffairs](http://www.cityofchicago.org/businessaffairs).*

Address of Food Vendor

City

Zip Code

Summer Festival Food Vendor Sanitation Certificate Number

Each event requires a Certified person at each booth at all times food is handled.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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 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.**

**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.**

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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 QUESTIONS MUST BE ANSWERED OR APPLICATION WILL BE DENIED <**