



Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

APPLICATION DEADLINE: June 7, 2010

# FOOD/BEVERAGE APPLICATION

## Windy City RibFest in Uptown

Friday July 16, 2010 (5pm-10pm); Saturday, July 17, 2010 (12pm-10pm);  
Sunday, July 18, 2010 (12pm-10pm)

\*Please note: There is a \$15 Application Fee per applicant.

### Exhibitor Type:

#### Food (non-alcoholic)

10'x20' Space (\$800)

#### REQUIRED:

City of Chicago Temporary Food Permit (\$125)

Sanitation Sink (\$70)

Security Deposit (\$200)

Booth Fee Total: \$ \_\_\_\_\_  
(Total reflects ALL the required costs above)

#### Beverage (non-alcoholic)

10'x10' Space (\$350)

10'x20' Space (\$500)

#### REQUIRED:

City of Chicago Temporary Food Permit (\$125)

Sanitation Sink (\$70)

Security Deposit (\$200)

Booth Fee Total: \$ \_\_\_\_\_  
(Total reflects ALL the required costs above)

\*Please note: Corporations, chain stores, franchises, product brands, field marketing & promotional companies, marketing agencies, public relations firms and all their respective clients (including free giveaways and sampling) are considered sponsors, and must contact Tony Abruscato at 773-584-6650.

## CONTACT INFORMATION

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

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

On-site Contact Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_ FEIN/SSN/IL Business Tax #: \_\_\_\_\_

## YOUR FIVE (5) MENU ITEMS WITH PRICING:

(Selling a maximum of 5 (five) items is a requirement set in place for summer vendors by SEM in accordance with the City of Chicago and Mayor's Office of Special Events). These items are not guaranteed. The festival committee will review all menu items after which vendors will be notified of their approval and/or denial. Menu items and/or pricing may not be changed once the menu is approved.

## DIRECTORY LISTING:

In 2010 we are providing vendor listings for the event on our web site. We frequently get calls from festival attendees who are looking for a particular vendor they saw at an event. Please let us know below if you would like your company listed and what information we can provide to the public:

COMPANY NAME

CITY, STATE

WEBSITE

EMAIL

PHONE

Company Name: \_\_\_\_\_

Booth #: \_\_\_\_\_

## ELECTRICITY OPTIONS:

If electricity is required, it MUST be purchased from Special Events Management (SEM). Personal generators are not acceptable.

- YES, I WILL NEED ELECTRICITY (\$275)**  
 Festival Hours ONLY     Overnight  
 **NO, I WILL NOT NEED ELECTRICITY**

Please list ALL appliances, including lighting and sound, which will require a power source at the above event. If the volts and amps for each appliance are not correctly listed you run the risk of not having the necessary amount of electricity on site to power your booth.

**Voltage** = the current: 110/120: house current; 220: Freezers, pizza ovens; 480: Heavy equipment

**Amps**\*: 15 amps: Normal household appliances; 20 amps: Heat lamps, electric cookers; 40 amps: Deep fryer, refrigeration

\*Amp rating can be found on the back of the appliance near the cord.

Appliance Type	Quantity	Voltage	Amps
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

## FEE SUMMARY & PAYMENT OPTIONS:

### Rental Equipment Options:

- 10'x10' Tent (\$160) Qty\_\_\_ \$ \_\_\_\_\_  
 10'x20' Tent (\$275) Qty\_\_\_ \$ \_\_\_\_\_  
 Tent Sides (\$18/side) Qty\_\_\_ \$ \_\_\_\_\_  
 8' Table (\$25) Qty\_\_\_ \$ \_\_\_\_\_  
 Chairs (\$5/chair) Qty\_\_\_ \$ \_\_\_\_\_  
 10' Counter (\$18) Qty\_\_\_ \$ \_\_\_\_\_

TOTAL RENTAL FEE DUE: \$ \_\_\_\_\_

### TOTAL FEE CALCULATOR:

Booth Fee \$ \_\_\_\_\_  
 Rental Equipment Fee \$ \_\_\_\_\_  
 Electricity Fee \$ \_\_\_\_\_  
 Application Processing Fee (Non-Refundable) \$ 15  
**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

## PAYMENT OPTIONS

(Applications MUST be submitted with full payment to be considered)

Please select a payment method:

**Cash** (DO NOT MAIL. All cash transactions made at office location)

**Check or Money Order**

Make check/money order payable to: Windy City RibFest in Uptown

Mail to: Windy City RibFest in Uptown  
 c/o Special Events Management  
 2221 W. 43<sup>rd</sup> St.  
 Chicago, IL 60609

**Credit card** (you MUST fill out all the information below)



Name (on card) \_\_\_\_\_

Billing Address \_\_\_\_\_

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

Credit Card # \_\_\_\_\_

Sec Code (3 digit code on back of card) \_\_\_\_\_ Expiration Date: \_\_\_\_/\_\_\_\_

**QUESTIONS? Please call Susan Malen at 773-584-6642**

### 2010 REFUND PROCESS

Applications MUST be submitted with full payment to be considered. There are NO EXCEPTIONS to this rule. All payments (including security deposits) will be processed regardless of your status of acceptance into festival. Submission of an application does NOT automatically guarantee acceptance into the festival. All applications will be reviewed by the festival committee.

You will be notified of your status approximately 14 business days after submitting your application.

#### Refund Process:

If the event is faced with inclement weather, Acts of God and/or any situation that threatens the safety of exhibitors and patrons, Special Events Management has the authorization to cancel the event which will not result in the refunding of your fees.

1. The \$15 application fee is non-refundable.
2. A \$50 non-refundable administration fee will be applied to any cancelled application.
3. Cancellations made June 21, 2010 to July 3, 2010 will forfeit 50% of total fees paid.
4. Cancellations made on or after July 4, 2010 (including the day of event) will NOT be entitled to a refund.
5. Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds.

If due a refund, make check payable to:

- Business Name     Contact Name

I hereby acknowledge and accept all terms of this vendor application by which will be considered a legal contract between myself (Vendor) and the Event Producer (sponsoring organization and or agent thereof, SEM) and therefore accept all terms and conditions of this agreement, including all rules and regulations and understand that I am legally bound by this agreement. Vendor acknowledges that at no time will SEM negotiate fees, offer discounts or refunds. Under all circumstances unless stated in the rules and regulations, there are no refunds.

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

## APPLICATION CHECK-LIST

Your application will NOT be processed without the following information:

- Completed festival application
- Payment for space fees, rentals and electricity

### FOOD/BEVERAGE VENDORS:

- Temporary Food Vendor License Application (see the attached documentation)
- Copy of the Summer Sanitation Certificate (see below for further instructions)
- Copy of your establishment's current (2010) Health Inspection
- Certificate of Insurance (see additional information below)

\*Please visit our web site [www.chicagoevents.com](http://www.chicagoevents.com) for examples of these documents and relevant links

## ADDITIONAL DOCUMENTS REQUIRED- Due June 11, 2010

As a Food/Beverage Vendor you are **REQUIRED** to submit additional documentation in order to be fully approved by the City of Chicago and receive your license for the event. ALL documents in their entirety should be received by Special Events Management no later than **June 21, 2010**.

Documents can be sent by e-mail, fax or US Mail.

E-MAIL: ([smalen@chicagoevents.com](mailto:smalen@chicagoevents.com)) as an attachment

FAX: Windy City RibFest in Uptown, Attn: Susan Malen, 773-523-6760

MAIL: Windy City RibFest in Uptown, Attn: Susan Malen, 2221 W. 43rd St., Chicago, IL 60609

### **IMPORTANT: Are you and/or your business in good standing with the City of Chicago? Please read below.**

Any standing debt that you have with the City of Chicago (parking tickets, water bills, etc.) both personally and through your business will put a hold on your Temporary Food Vendor License being issued. Any debt that you are aware of should be paid immediately after applying for the event. It is strongly recommended that you call the Department of Business Affairs & Consumer Safety at 312-744-6249 and do not rely on the assumption that you have no outstanding debt (most do not become aware of any debt until SEM is notified by the Mayor's Office of Special Events). Special Events Management is not responsible for the denial of a license by the City of Chicago due to any hold placed on personal or business accounts associated with the vendor.

#### **I. City of Chicago Temporary Food Vendor License Application**

Available for download at [www.chicagoevents.com](http://www.chicagoevents.com). If you would like to request a copy be mailed/e-mailed/faxed please e-mail [smalen@chicagoevents.com](mailto:smalen@chicagoevents.com) or call 773-584-6642.

#### **II. Certificate of Insurance:**

The below information **MUST** be included on insurance certificate:

*The 'Certificate Holder' section MUST read:*

" Windy City RibFest in Uptown , c/o Special Events Management, 2221 W. 43<sup>rd</sup> St., Chicago, IL 60609

*The 'Description' section MUST read:*

"For participation in Windy City RibFest in Uptown being held July 16-18, 2010 on Broadway between Lawrence and Leland.  
Additionally insured: City of Chicago, Special Events Management."

#### **III. Copy of 2010 Health Inspection:**

All participating food vendors must submit a copy of their current passing health inspection (dated within 6 months of the event date--March 2010 or after). If you do not have a current health inspection and your establishment is located in Chicago, please call 312-746-8047 to schedule an inspection (at least 1 month prior to the event). If you are located outside of Chicago call your local municipality's health department to schedule an inspection.

If you are NOT a local food vendor or do not have a physical restaurant, you must acquire and submit a commissary letter (on restaurant letterhead) and a 2010 Health Inspection from an Illinois restaurant giving you permission to use their facility for the purpose of prepping food, washing equipment, etc. The City of Chicago Health Department will inspect your booth on-site.

#### **IV. Copy of the 2010 Summer Sanitation Certificate:**

ALL Food Vendors are **REQUIRED** to complete a Summer Festival Sanitation Certification Course. The course cost is \$35. There must be someone present in the booth **AT ALL TIMES** that can provide proof of certification.

For more information, please contact one of the following facilities:

Hospitality Academy at McCormick Place  
312-791-6030  
[www.hospitalityacademy.org](http://www.hospitalityacademy.org)

Illinois Restaurant Association  
312-787-4000 / 800-572-1086  
[www.illinoisrestaurants.org](http://www.illinoisrestaurants.org)

Harold Washington College  
312-553-5802 / 5803/5807  
[www.hwashington.ccc.edu](http://www.hwashington.ccc.edu)

Copies and examples of each of these documents are available for download at [www.chicagoevents.com](http://www.chicagoevents.com)

## 2010 RULES & REGULATIONS

1. **Contract Cancellation:** Special Events Management (hereinafter referred to as "SEM") 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. 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. **Account Holds:** SEM and the Business Partners the Chamber for Uptown 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 hold placed on business accounts associated with the vendor. Each vendor is responsible for resolving any standing holds with the City of Chicago and/or State of Illinois prior to submitting their application. Please note: Most business are not aware of a hold until their application is submitted and SEM is contacted by the City and/or State. It is essential that you call each government agency regardless of your assumed standing. Please call the City of Chicago Department of Business Affairs & Consumer Safety at 312-744-6249, and the State of Illinois Liquor Control Commission (Alcohol Vendors only) at 312-793-3380.
3. **Exclusivity:** We do not provide guaranteed exclusivity to any vendor.
4. **Booth Placement:** We reserve the right to relocate a vendor when necessary even after a space has been assigned.
5. **Water:** Running water is not provided on site by SEM. You must supply your own fresh water.
6. **Electricity:** No personal or small portable generators are permitted on grounds of the event for use within your booth. All electricity on site is portable and provided by a third party vendor designated by SEM who is licensed and insured. Any service disruptions and/or blackouts will not result in a rebate or refund of any kind.
7. **Music:** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by the Business Partners the Chamber for Uptown and SEM. All talent booking must be done solely by SEM. Unless granted permission by SEM, no live performances are allowed in your booth space.
8. **Laws:** Drilling in the street is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by Special Events Management. You are directly responsible for any city violated ordinances and fines.
9. **Set-up and Tear-down:** Each vendor is responsible for setup, take down and clean up of his/her stand. 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 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 your merchandise. You are allotted 2 (two) hours from the closing time of the event break-down and vacate your booth space. Please bring the necessary assistance/manpower to ensure this. For every 30 minutes you exceed this time frame (event closing time), \$50.00 will be charged to your credit card.
10. **No Show Policy:** Artists or vendors who have not checked-in and/or called the Festival Emergency Number (number will be available in confirmation materials) by 2:00 PM Friday, July 16th will be considered a "no-show." No Show artists/vendors will not be eligible for refunds and assigned space(s) will be forfeited to a wait-list.
11. **Trash Disposal:** Each space must be left clean throughout the event and 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 a \$100 minimum loss of your security deposit, and/or space cancellation.
- Sidewalks must be left unobstructed at all times.
12. **Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on the event grounds at all times.
13. **Indemnification:** The Business Partners the Chamber for Uptown, The City of Chicago and Special Events Management, employees, related festival providers of goods and services, or any participating 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.
14. **Booth Space:** Vendors must use all space that they are granted. No space may stand vacant. Only three feet of space as an entry way into your place of business is permitted.
15. **Event Hours:** Vendors must remain open during festival hours. Failure to comply with this rule will result in the loss of your security deposit.
16. **Third Party Vendors:** Re-selling booth spaces to third-party exhibitors is strictly prohibited.

### **ADDITIONAL REQUIREMENTS FOR FOOD/BEVERAGE VENDORS:**

1. **Tents:** All tents, booths or canopies used for cooking must be made from fire retardant material and must be weighted down properly. Certificate of approval by approved testing laboratory certifying fire retardant shall be required and posted within the tent on-site during the duration of the event.
2. **Security Deposit:** A cleanup deposit of \$200 is required for all food/beverage vendors. All grease, etc. must be disposed of properly - not left in the street or poured down a sewer! A staff member of Special Events Management will review the space each night with the vendor. If a vendor is not present, Special Events Management reserves the right to determine the cleanliness of the space.
3. **Propane:** The City of Chicago requires all propane tanks to be chained together and attached to stationary material (such as a post). Special Events Management 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, a minimum of twenty pounds.
5. **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, with their original certificate.
6. **Items for Sale:** Menu items are not allowed to be changed once the application has been filed. Per Special Events Management, only pre-approved non-alcoholic specialty drinks may be sold at the festival and will be included as one of your five menu items. Violations will result in cancellation of contract and loss of space and all fees paid.
7. **Signage:** Food and beverage vendors will be provided with standard event signage based on the information provided on this application. No vendor may adjust pricing or menu items after the Festival Committee has approved a vendor's items. Uniform pricing for water, soda and other beverages is determined by Special Events Management. Vendors will be notified with pricing prior to the event.