



# VENDOR APPLICATION

## FOOD VENDOR

### Potential Vendors!

It's that time of the year again! We are pleased to announce that the 2017 Green Music Fest will take place June 10th & 11th and as always, Green Music Fest will feature primarily "GREEN" service vendors. There are no limitations on the type of food sold at Green Music Fest; however, priority will be given to local Wicker Park Bucktown restaurants and those vendors selling organic, locally grown, and vegetarian items.

To align with and support our zero-waste goal, food vendors are required to use certified-compostable food service items such as plates, containers, napkins, utensils, bags, etc.

- All cups must be certified compostable, made from plant-based materials (aka Ingeo/PLA/"compostable").
- Recycled-content paper products, without plastic lining (or with plant-based plastic lining only) are permitted.
- Recyclable aluminum cans are permitted

The Festival's local source for eco-friendly disposable food service items is:

Onyx Distribution & Services  
2444 W 16<sup>th</sup> St, 4R  
Chicago, IL 60608  
Contact: Korey Baker  
Phone: 312.421.6699 ext. 7010 or Cell: 217.622.6696  
Email: [kbaker@onyxcompany.com](mailto:kbaker@onyxcompany.com)  
Web: [www.onyxcompany.com](http://www.onyxcompany.com)

Items that are prohibited:

- No plastic bottles – NO BOTTLED WATER nor bottled soft drinks, energy drinks, etc. (recyclable canned drinks are permitted)
- No Styrofoam containers or products
- No plastic items, unless certified compostable
- No "virgin" non-recycled-content paper products.
- No biodegradable items unless certified compostable

Certified Compostable materials:

- Green Music Fest continues to provide a composting waste-stream to vendors and attendees of the festival. Upon acceptance into the Fest, food vendors are encouraged to order through our exclusive local source for DISCOUNTED certified compostable food service materials (plates, bowls, utensils, etc.) to maintain consistency and ensure that compost stream does not become contaminated. **If vendor is found using non-compostable service-ware, they will be required to cease sales on site until approved service-ware has been obtained and is ready to use for service.**

Please keep the above details in mind when applying for this year's Green Music Fest. We look forward to working with you and making this year's Green Music Fest the best one yet!

Thank you,

Becca Peters  
Vendor Coordinator  
773.353.1579  
[becca@criterionproductions.com](mailto:becca@criterionproductions.com)

2017 Green Music Fest Food Vendor Application © Criterion Productions 2017

**APPLICATION DEADLINE: MAY 1, 2017**

**Applications received postmarked after May 13, 2017 are subject to a 20% rush charge**



# VENDOR APPLICATION

FOOD VENDOR

2017 GREEN MUSIC FEST  
JUNE 10th & 11th 12 to 10PM

**APPLICATION DEADLINE: FRIDAY MAY 1, 2017**



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## APPLICANT INFORMATION

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

Below please describe the food and beverage items being sold + price range:

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

Street Address: \_\_\_\_\_

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

Primary Contact Telephone: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Website: \_\_\_\_\_

On-Site Contact the same as primary business contact?  YES  NO

\*if on-site contact is same as primary business contact, you do not need to fill out section below

On-site Contact Name: \_\_\_\_\_

On-site Contact Cell Phone: \_\_\_\_\_

On-site Contact Email: \_\_\_\_\_

Current full-year Wicker Park Bucktown Chamber Member?  YES  NO

\*Discount available to up-to-date full-year Chamber Members for this festival.

\*To become a member, go to [wickerparkbucktown.com](http://wickerparkbucktown.com) or call 773.384.2672

DBACP Account number: \_\_\_\_\_

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### VENDOR SPACE FEE

Chamber Member, 10'x10' Space \_\_\_\_\_ \$800 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 Non-Chamber Member, 10'x10' Space \_\_\_\_\_ \$950 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 Chamber Member, 10'x20' Space \_\_\_\_\_ \$1050 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 Non-Chamber Member, 10'x20' Space \_\_\_\_\_ \$1200 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 Additional 10' space \_\_\_\_\_ CALL FOR PRICE

\*Vendor Space Fee includes use of one side of a double-sided hand-wash sink. No tents will be provided as part of Vendor space fee.

**Total Vendor Space Fee \$ \_\_\_\_\_**

### OPTIONAL RENTAL EQUIPMENT FEES

10'x10' Tent \_\_\_\_\_ \$240 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 10'x20' Tent \_\_\_\_\_ \$330 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 10' Tent Wall \_\_\_\_\_ \$16 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 Chair \_\_\_\_\_ \$11 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 6' table \_\_\_\_\_ \$24 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 8' table \_\_\_\_\_ \$27 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Rental Equipment Fees \$ \_\_\_\_\_**

\*Any other necessary equipment not rented above, including lighting, signage, etc. must be provided by vendor. Tent walls & counters are only available for tents rented through the festival.

### OPTIONAL ELECTRIC RENTAL

Please describe the items being plugged into the outlet, including wattage, amperage, make/model of equipment, and type of plug:

Outlets are standard household plug types. Do you require special plugs? \_\_\_\_\_ Yes \_\_\_\_\_ No  
 If yes, below please describe special plugs (including NEMA code, volts, and amps):

\* In addition, please send a photo of any special plugs that are required.

\* NO personal generators are allowed. Electricity MUST be purchased from the event.

TWO standard 120V/20A outlets (40amps MAX total): \_\_\_\_\_ \$160 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 Additional 120V/20A outlets (per outlet) \_\_\_\_\_ \$80 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
 Special Plug Fee (required for any non-standard outlets) \_\_\_\_\_ \$75 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Electric Rental Fees \$ \_\_\_\_\_**

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### FOOD VENDOR INSURANCE REQUIREMENTS

Food Vendors are required to carry all appropriate insurance and to provide Certificates of Insurance

Insurance Minimums:

Commercial General Liability:	1,000,000.00 Per occurrence
	2,000,000.00 Aggregate
Auto Liability	1,000,000.00
Workman's Comp	500,000.00

Certificate Holder:

City of Chicago  
Department of Business Affairs & Consumer Protection  
121 N LaSalle St, 8<sup>th</sup> Floor  
Chicago, IL 60602

Additionally Insured:

City of Chicago, City of Chicago Department of Business Affairs & Consumer Protection, City of Chicago Department of Cultural Affairs & Special Events, Green Music Fest Joint Venture, Wicker Park Bucktown Chamber of Commerce, Subterranean, Beat Kitchen, Criterion Productions LLC.

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# VENDOR APPLICATION

## FOOD VENDOR

### 2017 GREEN MUSIC FEST FOOD VENDOR CONTRACT

This Vendor Contract is between \_\_\_\_\_  
("Vendor") and the Green Music Fest Joint Venture ("Festival").

#### *Section 1. Grant of space*

- Upon acceptance of the vendor application, signed contract, and receipt of payment, Festival will grant Vendor the right to use a designated booth in the Festival (the "Space") on June 10th & June 11th, 2017. The Festival will take place on Damen Ave between North Ave and Schiller Ave. Vendor will receive notification of official acceptance via email the week of May 15, 2017. Refund of enclosed payment will be rewarded if application is not accepted. Final site plan, specific vendor space assignments and load-in instructions will be forwarded by Criterion Productions via email by June 2, 2017.

#### *Section 2. Laws and Permits*

- Vendor must comply with all relevant local, state and federal laws and guidelines.
- Vendor is responsible for obtaining and paying for any and all business licenses, permits and taxes that are required for its operation, including state sales tax.
- Vendor shall provide Festival with a valid DBACP Account number in order to sell merchandise at the Festival.
- Notice: Festival is required by law to provide the Illinois Dept. of Revenue a complete list of vendors participating in the festival.

#### *Section 3. Use of Space & Vendor conduct*

- Vendor's use of the Space is non-transferable. Vendor may not allow anyone else to use the Space without the express permission of Festival.
- Festival offers no guarantees or warranties of any kind. Festival occurs rain or shine. No refunds or rain checks will be given. There will be no refunds whatsoever if any unforeseen acts of God, weather, terrorism or war result in the cancellation of the event.
- The Space is provided "as-is." Limited numbers of tables, chairs, canopies and electricity hook ups are available to rent from Festival. Vendors requiring rented equipment must enclose the required fee and order each item on the application.
- RENTALS: Chairs and tables will be available for pick-up at a central location on Saturday morning – and MUST be returned and checked in at that same location on Sunday evening.
  - Missing rental equipment costs will be billed to vendor if not returned and checked-in.
  - Rented tents will be erected at the vendor location.
  - If ordered, an electrical outlet will be available near vendor location; vendor should bring a 100-foot outdoor extension cord to plugin.
- Vendor must weigh down tents brought in independently with sandbags, water barrels or cement buckets. If tents are not weighed down properly, management may choose to remove them and/or charge vendor for cost of additional water barrels (\$110 per barrel).
- Vendor must keep its merchandise within the allotted boundaries of the Space. Space will be assigned and notification of allotted space given by Festival to Vendor via email one week prior to the Festival.
- Vendors must be set-up and ready for operation by Noon (the official opening time of the Festival) and must vacate the Festival grounds by 3 hours after the official closing time of the Festival or by 1 AM, whichever comes sooner. Vendor may not vacate the Festival prior to the official closing time of 10PM without the express permission of Festival.

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### *Section 3. Use of Space & Vendor conduct (cont.)*

- Vendors must remove all products and equipment over night on Saturday (with the exception of rented equipment). It is at the Vendor's own risk to leave any equipment or product belonging to the Vendor on the Festival site overnight and Festival cannot be held responsible for any loss or damage to said product or equipment. There will be at least one security guard guarding the entire site overnight.
- Vendor must remove their own trash from the Space and properly dispose of recyclable and compostable material in containers provided by Festival. Vendors must leave the Space trash-free and in the same condition as when provided. Vendor will be charged \$150 penalty for any debris or trash left on site. Photographic evidence will be provided with the penalty invoice.

### *Section 4. Merchandise & Prohibited items*

- Festival may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. Festival may revoke this contract if Vendor's merchandise is not consistent with its application.
- In accordance with Illinois law, Vendor is prohibited from selling baby food, infant formula, or similar products or any pharmaceuticals, over-the-counter drugs or medical devices. Vendor may only sell cosmetics if Vendor has an identification card identifying Vendor as an authorized representative of the cosmetics manufacturer or distributor.
- Vendor is also prohibited from selling counterfeit items, unlicensed merchandise, guns, ammunition, alcohol, drug paraphernalia, items prohibited by Chicago, Illinois or Federal law or any merchandise that festival management considers racist, discriminatory or offensive.

### *Section 5. Indemnification & Release.*

- Vendor will release and will hold harmless the Green Music Fest Joint Venture, Subterranean, Beat Kitchen, Wicker Park Bucktown Chamber of Commerce, Criterion Productions, Bright Beat, The City of Chicago, the City of Chicago Department of Cultural Affairs and Special Events (DCASE), and the City of Chicago Department of Business Affairs and Consumer Protection (DBACP) from any and all claims arising from any injuries, losses or damages (whether to person or property) caused by Vendor, Vendor's merchandise, or Vendor's participation in the Festival. Vendor agrees to indemnify Green Music Fest Joint Venture, Subterranean, Beat Kitchen, Wicker Park Bucktown Chamber of Commerce, Criterion Productions, Bright Beat, the City of Chicago, DCASE, and DBACP from any and all expense arising because of any such claim.

### *Section 6. Advertising*

- Any vendor wishing to advertise must do so at its own expense. Any advertising must be approved in writing by Festival prior to publishing.

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### FOOD VENDOR REQUIRED MATERIALS CHECKLIST

- \_\_\_\_\_ Completed vendor application
  - Must include filled out applicant information form, fee & rental equipment worksheet, and signed contract.
  - Submission of an application does NOT automatically guarantee acceptance into the festival. After the application deadline, an email confirmation your acceptance will be sent out prior to the festival.
  
- \_\_\_\_\_ Payment in full for all vendor space fees, equipment and electric rentals fees
  - Check or money orders accepted.
  - **Make payable to: Wicker Park Bucktown Chamber of Commerce.**
  - Please send to: Criterion Productions, ATTN: GREEN MUSIC FEST, 4753 N. Broadway St., Suite 800 Chicago, IL 60640.
  
- \_\_\_\_\_ Copy of *Summer Sanitation Certification*
  - Summer Sanitation Certification Number: \_\_\_\_\_
  - **Food Vendor representative must attend a current year Summer Festival Sanitation Training class prior to the festival. Call 312.746.8030 for a schedule of Sanitation Training classes.**
  - The person(s) listed on the Sanitation Certificate(s) provided must be present at the booth at all times. Multiple certificates are recommended.
  
- \_\_\_\_\_ Copy of Certificate of Insurance
  - Food vendor **MUST** have general liability insurance.
  
- \_\_\_\_\_ Copy of completed Temporary Food Vendor License Application
  - Food Vendor must complete the City of Chicago's Temporary Food Vendor License Application (attached) in its entirety and enclose the completed application with original signature.
  
- \_\_\_\_\_ Copy of current Health Department Kitchen Inspection
  - Food Vendor must have current (dated no earlier than January 2016) health inspection of the kitchen listed on the City application where food is being prepared and/or prepped for the fest.
  
- \_\_\_\_\_ DBACP Account number: \_\_\_\_\_
  - Food Vendor must include their City of Chicago Department of Business Affairs and Consumer Protection (DBACP) Business Account Number on City's Temporary Food Vendor License Application. **\*\**(Only if no 180 Day License)***

If you have any questions or need more information, please contact:

Becca Peters

773.353.1579

[becca@criterionproductions.com](mailto:becca@criterionproductions.com)

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**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

**Wicker Park Bucktown Chamber of Commerce**

Event Coordinator

**Criterion Productions**

Phone Number

**773.353.1579**

**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 <**