



# VENDOR APPLICATION

## FOOD VENDOR

2017 LOGAN SQUARE ARTS FEST  
JUNE 23, 2017 5-10PM; JUNE 24-25 NOON-10PM  
**APPLICATION DEADLINE: FRIDAY MAY 19, 2017**



### APPLICANT INFORMATION

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

Below, please describe the food & beverage items being sold as well as the price range:

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

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

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

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

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

Website, Twitter, Facebook: \_\_\_\_\_

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

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

On-Site Contact Email: \_\_\_\_\_

DBACP Account# \_\_\_\_\_



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### VENDOR SPACE FEE

Food Vendor, 10'x10' Space \$750 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
Additional 10' space CALL FOR PRICE \_\_\_\_\_ x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_

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

\*Companies that are for-profit and have a storefront and/or are publicly traded or have multiple offices of 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. Please contact Emilee Lyons via email at [Emilee@criterionproductions.com](mailto:Emilee@criterionproductions.com) with questions or inquiries.

### OPTIONAL RENTAL EQUIPMENT

10'x10' Tent \$240 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
10'x20' Tent \$350 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
10' Tent Wall \$25 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
10' Tent Counter \$45 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
Chair \$11 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
8' Table \$27 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_

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

\*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 ELECTRICAL RENTAL

Please describe the items being plugged in (toaster, computer, lights, etc.), including voltage & wattage:

Outlets are standard household plug types. Do you require special plugs?  YES  NO  
If Yes, please describe special plugs, including voltage, wattage, NEMA code, below:

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

\*NO personal generators are allowed on site. Electricity must be purchased from the event

TWO standard 120V / 20A outlets (40 amps max total): \$320 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
Additional 120V / 20A Outlets (per outlet) \$80 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_  
Special Plug fee (required for any non-household type outlets) \$80 x Quantity \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Electrical Rental \$ \_\_\_\_\_**



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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, 8th 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, Logan Square Arts fest, I AM Logan Square, Criterion Productions LLC.

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### 2017 LOGAN SQAURE ARTS FESTIVAL FOOD VENDOR CONTRACT

This contract is between \_\_\_\_\_ (“Vendor”) and Logan Square Arts Festival (“Festival”)

#### *Section 1. Grant of Space*

- Upon receipt of the vendor application, signed contract, and payment, Festival may 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 Milwaukee Ave by the Centennial Monument. Vendor will receive notification of official acceptance via email the week of May 29, 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 16, 2017.

#### *Section 2. Law and Permits*

- Vendor MUST comply with all relevant local, state, and federal laws.
- Vendor is responsible for obtaining and paying for any and all business licenses, permits, and taxes that are required for operation, including State sales taxes.
- Vendor shall provide Festival with a valid IBT# in order to sell merchandise or services at the Festival
- Festival is required by law to provide Illinois Department of Revenue a complete list of vendors participating in the Festival

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

- Vendor’s use of Space is non-transferable. Vendor may not allow anyone else to use the Space without the express written permission of the 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 cancelation of the Festival
- The Space is provided “As-Is.” Limited numbers of tables, chairs, tents, canopies, and electrical connections are available to rent from the Festival. Vendors requiring rented equipment or electricity must enclose the required fee and order each item upon application.
- RENTALS: Chairs & Tables will be available for pick up at a central location on Saturday Morning – and MUST be returned and checked in at the same location on Sunday evening.
  - Missing rental equipment costs will be billed to the vendor if not returned and checked in
  - Rented tents will be erected at the vendor Space
  - If orders, an electrical outlet will be available near vendor location; vendor will be required to bring their own extension cord to plug in to outlet (may be up to 75’ away from Vendor Space)
- Vendor must weigh down tents or canopies brought independently, with sandbags, water barrels, or cement weights, minimum of 50 pounds per tent or canopy leg. If tents are not weighed down properly, management may choose to remove Vendor (with no refund due to Vendor) and/or charge vendor for cost of additional weights needed (\$150 per weight needed)



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

- Vendor must keep their merchandise and displays within the allotted boundaries of the Space. Space will be assigned and notification of allotted space will be given by Criterion Productions via email.
- Vendors must be set up and ready for sales & operations by noon (the official opening time of the Festival) and must vacate the Festival grounds no later than 3 hours after the closing of the Festival. Vendor MAY NOT Vacate the Festival prior to the official closing time of 10:00PM without the permission of the Festival
- Vendors must remove all products and equipment overnight after Festival hours on Saturday (except for equipment rented from the Festival). It is at the Vendor's sole risk to leave any equipment or product belonging to the Vendor on the Festival grounds overnight and Festival cannot and will not be held responsible for any loss or damage to said product or equipment. There will be at least one security guard patrolling the entire site overnight.
- Vendor must remove their own trash and debris from the Space and properly dispose of recyclable and compostable items in containers provided by the Festival. Vendors must leave their Space trash free and in the same condition as was provided. Vendor will be charged \$150.00 penalty for any debris or trash left on site with photographic evidence.

### 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 considers racist, discriminatory or offensive.

### Section 5. *Indemnification & Release*

- Vendor will release and will hold harmless the Logan Square Arts festival, I AM Logan Square, Criterion Productions, The City of Chicago and the City of Chicago Department of Cultural Affairs and Special Events 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 the Logan Square Arts festival, I AM Logan Square, Criterion Productions, the City of Chicago Department of Cultural Affairs and Special Events and the City of Chicago 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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*Section 7. Causes for Denial of Selling Privileges & Disciplinary Actions*

- Any Vendor who seeks to evade payment, refuses to make payment of the proper rental and space fees or ignores the festival operational guidelines will be denied selling privileges.
- Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on the Festival premises and will be cause for denial of selling privileges.
- If Festival learns of written or verbal complaints against a Vendor showing reasonably conclusive evidence that the Vendor has practiced deception by either: (i) displaying or selling merchandise packaged to misrepresent the quality or condition of such merchandise or (ii) giving false information regarding the origin, variety, quality, condition or value of the merchandise, Festival may revoke this contract or take other appropriate action.
- Festival may take appropriate action against any Vendor who fails to comply with relevant laws (federal, state and local), this Vendor contract or other rules established by Festival. Such action may include, but is not limited to, revocation of this contract, permanent denial of selling privileges or other relief deemed necessary by Festival.

Management may impose additional rules and regulations as it deems necessary. Management will notify Vendor of these additional rules. Please make a copy of this contract for your records. Signed contracts will remain at the Criterion Productions office.

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Vendor Printed Name

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Vendor Signature

Date



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### FILL IN AND ADD UP THE FOLLOWING FEES

Vendor Space Fee	Optional Rental Equipment Fee	Optional Electric Rental Fee	City of Chicago Fee	TOTAL AMOUNT DUE
\$ +	\$ +	\$ +	\$ 75.00 =	\$ .

**Completed application, signed contract, and payment can be sent to:**

Criterion Productions, ATTN: Logan Square Arts Fest  
4753 N Broadway Street, Suite 800, Chicago IL 60640

**Make checks payable to:**

**I AM Logan Square**

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### 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 re 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: I AM Logan Square.
- Please send to: Criterion Productions,  
ATTN: Logan Square Arts Fest,  
4753 N. Broadway Street, Suite 800, Chicago IL 60640
- Returned checks will be charged an additional \$20 fee.

\_\_\_\_\_ 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 Summer 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. *(Does not apply if Food Vendor or Food Truck obtains a 180 Day License)*

\_\_\_\_\_ Copy of current Health Department Kitchen Inspection

- Food Vendor must have current (dated no earlier than February 2017) 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.

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

Emilee Lyons

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

773.353.1579





**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

I AM Logan Square

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 <**