

# **Palos Hills Friendship Festival 2019 Food Vendor Application**

**The City of Palos Hills Resource & Recreation Dept.  
Friendship Festival & Carnival  
July 11-14  
107<sup>th</sup> & 88<sup>th</sup> Ave. Palos Hills, IL. 60465  
Phone: (708) 430-4500 Fax: (708) 430-8376  
[www.paloshillsweb.org](http://www.paloshillsweb.org)**

Application deadline: Friday, May 24, 2019

**PLEASE NOTE: BOOTH SPACE IS DETERMINED ON  
THE ORDER IN WHICH WE RECEIVE PAID  
APPLICATIONS.**

As a Food Vendor at the festival you will enter and access from 107<sup>th</sup> & 86<sup>th</sup> Ave. Your location is in the center of the fest grounds. It is near the Beer Garden and other attractions taking place throughout the four day Friendship Festival.

As always the Fest will feature free parking (2 spots directly behind booth), free admission, free family entertainment, exciting bands, beer garden, arts & crafts vendor booths, car show, carnival, bingo, fabulous fireworks and more.

## **Festival Food Vendor Hours:**

**(Food concessions must be open at all times during the Festival)**

**Thursday, July 11– 6pm – 10pm**

**Friday, July 12- 6pm – 12 midnight**

**Saturday, July 13 –12noon – 12 midnight**

**Sunday, July 14 – 12noon – 10pm**

Set up time will be Thursday, July 11 after 9:00am. Vendors will be sent a confirmation packet with parking pass, instructions, and up to the minute details.

Each booth space is approximately 10ft. wide x 15 ft. deep and is located under a main tent. The tent is located near the Entertainment Tent & Carnival and offers tables and chairs for people to sit and enjoy their food selections. All food vendors will have access to water; vendors are required to bring their own water receptacles. Electric will be provided for those under the tent only-however your needs must be specific. We must know all your electrical needs in advance. If you require power other than what is stated on this form a \$50.00 fee will be charged and payable in cash before the start of fest. All propane-based equipment must be secured and the tanks securely fastened in your area. Please have any propane tanks 10 feet from the back of the food tent. They cannot be under any tents.

**Vendors are responsible to bring their own equipment including tables, counters, chairs, table coverings, signage, ice, sanitation water buckets, extension cords, etc.**

**Signage:** Signage must be provided by the vendor, be generic in nature and be related to the vendor and specific foods offered. Signage must be attractive and readable. **WE ASK THAT YOU BE COGNIZANT OF THE HEIGHT OF YOUR SIGNAGE. YOU CANNOT MOVE BOOTHS BECAUSE YOUR SIGNAGE IS TOO TALL!**

**Parking:** As a courtesy, and not part of your booth fees, we will allow each vendor to park two vehicles, not to exceed the size of a full size van to park behind your food booth or near to it. This is as a courtesy to our vendors however it is not a guarantee of space. Vehicles larger than a full size van must be unloaded or loaded and then park on the Moraine Valley College parking lot. Overnight and/or employee/staff parking are not allowed on the grounds. **PLEASE DO NOT ASK US FOR ADDITIONAL PARKING PASSES – YOU ARE ONLY ALLOWED TWO!**

**What can you do?** Post or display a flyer at the other Festivals or events you are attending, letting the public know of our free parking, free Admission, free entertainment and free attractions at Friendship Festival. Sign up early so we can post your establishment and some of the food you will be offering in our advertisements and on our website.

**Exclusives: No vendor has the right to any exclusives. The Carnival Company has the only exclusive on corn dogs and cotton candy. The City's Recreation Dept. reserves the right to an exclusive to Popcorn. All vendors may sell pop & water. No alcoholic beverages.**

## **Palos Hills Friendship Festival & Carnival 2019**

### **FOOD VENDOR APPLICATION**

Application deadline: Friday, May 24, 2019

Concession owner's name: \_\_\_\_\_

Person attending booth: \_\_\_\_\_

\*Business name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

License plate number of vehicle(s) 1) \_\_\_\_\_ (2) \_\_\_\_\_

\*The company name which appears on your business/corporation license is the one you should use on the application and on every form pertaining to your participation with The Friendship Festival & Carnival.

**Fees: The fees are listed below for: Thursday-Sunday, July 11-14.**

**\$800.00 One (1) booth space approximately 10ft wide x 15ft deep under vendor tent, includes power.**

**\$700.00 A second booth same vendor, includes tent space & power**

**\$ 50.00 Fee for any additional electric other than what is stated on the application.**

**Insurance:** All vendors are required to show proof of insurance and to include City of Palos Hills Friendship Festival as an "additional insured". All insurance will be verified by phone with your insurance carrier prior to the Festival. Insurance may come under separate cover however it must arrive 15 days prior to the Festival.

**Applications & payment need to be made by May, 24, 2019.**

**Payment: Must be made with business check, cashier's check or money order. No personal checks will be accepted. Checks will be processed immediately.**

**Make the checks payable to the: Palos Hills Friendship Festival & Carnival**

**Total enclosed: \$ \_\_\_\_\_**

**Refunds:** The City of Palos will not reimburse any vendor for or resulting from, but not limited to the following loss or damage due to acts of God, stolen property, vandalism or animal activity, product not selling. **The City of Palos Hills Friendship Festival will take place regardless of weather and refunds will not be issued for any reason. The Festival staff will not deal or negotiate a cost for booth space.**

**Please send forms, payment and insurance to:**

**Palos Hills Friendship Festival & Carnival, 8455 W. 103<sup>rd</sup> St., Palos Hills, IL. 60465**

# Palos Hills Friendship Festival & Carnival 2019

## APPLICATION FOR ELECTRICAL

**IMPORTANT!** Each Vendor must bring his/her own extension cords. A 3-wire grounded cord recommended. Cords should be a minimum length of 100ft. All extension cords should be appropriate for the equipment being used.

(No Overnight Parking) All other rules and regulations apply.

110 volt Type of equipment	Amps	Wattage	Type of plug
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

  

220 volt Type of equipment	Amps	Wattage	Type of plug
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Water hook up:** Festival staff will provide a source of water for vendors; please do not connect other hoses, nozzles etc. to this water source without Festival staff permission. Water hoses etc. must be of a special type used for drinking.

**Fines will be issued to any vendor responsible for connecting the wrong equipment to the festival water source.**

**Health Dept:** All vendors must abide by and adhere to the Cook County Department of Public Health standards. Inspections by the Board of Health may be performed during Festival hours. Please have all the proper equipment needed for a food concession. If you are unsure of CCDPH requirements check for information.

**Other Inspections:** North Palos Fire Protection District reserves the right to inspect and hold responsible the vendor to all rules and regulations in regard to safety. **Inspection of all equipment and procedures will take place before a vendor will be allowed to open.** (CHECK REQUIRMENTS FLYER ATTACHED)

**Food Booth Inspections will take place between 4-6pm on Thursday, July 11, 2019.**

**Security:** Security is included in your booth fee and will be on grounds throughout the day and overnight. City of Palos Hills is not responsible for theft or loss of property.

**Priority:** Booth location will not be assigned until full payment is received. Sorry, but in all fairness we will not hold or assign a favorite spot without full payment.

**Booth Location:** Booth space will be assigned. No one may move to another location for any reason. No one may resell his or her booth space.

# Palos Hills Friendship Festival & Carnival 2019

## PRODUCT AND PRICE LIST

Products Sold	Price
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____

**Food Prices:** Please keep in mind this is not the “Taste of Chicago or Navy Pier”. Reasonable prices generate more sales and return customers. Free admission and free entertainment allows families to keep coming back for delicious food & fun.

The Palos Hills Friendship Festival & Carnival has an attendance of mostly families; we suggest that you might want to consider a “Kid Size Portion” on your menu.

**Overnight Storage of Food Product and Garbage:** Raccoons and other animals have destroyed entire tents looking for food. Please keep all items in containers with tight fitting lids. Booths must be cleaned of any debris each night and the garbage placed in the proper garbage containers.

**Clean up:** All vendors must leave their booth free of all debris, including grease, empty boxes, left over food etc. The City of Palos Hills will bill any vendor who does not clean his/her booth space for clean up and/or the vendor will not be allowed to return next year. We provide large trash containers and grease traps at the food vendor tent location.

**Ice: We’re sorry Ice will not be available. Please provide your own.**

**Vendor and/or Staff:** The vendors and/or staff must be clean, professional, and orderly at all times.

Also vendors and staff must abide by the rules and regulations of the Festival. Staff may not stay on the grounds overnight.

### Release and Indemnity Agreement

I have read all the requirements for the application to the 2019 Palos Hills Friendship Festival and I understand that neither The City of Palos Hills, its employees, agents, officials etc. will be held responsible for any lost, damaged or stolen articles, merchandise, or any other civil liability incurred by me, or any guests or employees within the space set aside for the vendor during the set-up, break-down or operating hours of the event. Further, in consideration of the above, the undersigned does hold harmless and agree to indemnify The City of Palos Hills, its employees, agents, officials, and their respective successors and assigns for any damages, claims, losses and expenses, attorney fees, or costs of any legal action resulting from any claims in which they, their members, employees, agents or volunteers are made a party thereto. This Release and Indemnity Agreement is for all matters in connection with the Palos Hills Friendship Festival scheduled for July 11 – 14, 2019. Further, I understand that neither The City of Palos Hills, its employees, agents, officials, etc. will be held responsible in any manner for failure of the event to open or to be operable for any reason beyond their control. I understand that the entry fee enclosed with this application is non-refundable upon acceptance. **I have Read, Understand and Agree to this Agreement:**

Signed \_\_\_\_\_ Date: \_\_\_\_\_

# **Palos Hills Friendship Festival**

## **OUTDOOR FOOD VENDOR SAFETY CHECKLIST**

**Requirements must be met to open your booth**

### **Location-Minimum Required from Combustible Construction**

Cooking or heating equipment, Charcoal Burners or other open flame cooking devices or Outdoor Cooking the produces sparks or grease-laden vapors shall not be located or any cooking performed within 10' of combustible materials or under any tent, canopy or membrane structure.

### **Propane Specific Requirements**

Propane cylinders shall be stored in an upright and secured position. Palos Hills Public Works will provide a secure post. You will be responsible to bring your own tie downs.

Cylinders shall not be placed where they can be exposed to vehicular damage.

All propane cylinders shall be located outside of the tents and canopies, with the safety release valves pointed away from the tent or canopy.

### **Electrical Cords**

Electrical cords and similar trip hazards shall be minimized. Cords shall not be subject to environmental or physical damage.

### **Portable Fire Extinguishers**

A minimum 10 Lb. A-B-C rated fire extinguisher is required.

All portable fire extinguishers must be in compliance of the annual inspection date.