The Taste of Glen Ellyn

Rules & Regulations

Event Details

- The Event will take place
  - THURSDAY, MAY 18 5:00 -10:00 P.M.
  - FRIDAY, MAY 19 5:00 -11:00 P.M.
  - SATURDAY, MAY 20 Noon - 11: 00 P.M.
  - SUNDAY, MAY 21 Noon – 7:00 P.M.
- The festival location is South Main Parking Lot downtown Glen Ellyn.

Participation

- Exclusivity is not guaranteed. We will do our best to limit any one item to two vendors.
- The producer does not guarantee any revenues to be guaranteed by participate.
- Prior to opening, each vendor must supply their food and beverage items/pricing to the Chairman.
- Participate agrees to only sell what is listed and accepted with in the application.
- Vendors may sell pop and water ONLY.
- The selling of alcohol by any food vendor is prohibited. Anyone selling alcohol will be immediately ticketed, removed from the Taste and to the forfeit of all entry fees and deposits.
- Bagged ice will be available for purchase on site. Please inform the Chairman if you require large qualities of ice during the event.
- No smoking in or around the booth area.
- This is a rain or shine event and will remain open regardless of weather conditions, although operations may be suspended during severe weather.

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Application Process

- Application are to be fully submitted by participate to the Glen Ellyn Chamber of Commerce via mail 810 N. Main Street, Glen Ellyn IL 60137, via email dawnsmith@glenellynchamber.com or via fax 630.469.0426.
- **FULL PAYMENT** must be received with your application to be considered.
- Application deadline for all participations is Monday, April 17, 2017.
- If you application is denied you will receive a full refund.
- If you plan to serve food of any type, you must obtain a temporary food handing permit from the DuPage Co. Health Department by Monday, April 17, 2017.
- For questions or to request an application, please contact the DuPage Co. Health Dept. immediately at www.dupagehealth.org/safe food or 630-682-7979 ext 5316.

Insurance

- A certificate of insurance must be submitted to Glen Ellyn Chamber of Commerce via mail 810 N. Main Street, Glen Ellyn IL 60137, via email dawnsmith@glenellynchamber.com or via fax 630.469.0426.
- A certificate of insurance must be provided naming, the Village of Glen Ellyn and Glen Ellyn Chamber of Commerce as additionally insured. Evidence in this form of public liability insurance with a minimum limit of $2,000,000 (note change in amount).
- Insurance certificate **deadline** for all participates is Monday, April 17, 2017.

Cancellations

- All cancelations must be done in writing.
- A $50 non-refundable administration fee will be applied to any cancelled applications.
- Cancellations made after April 17 will not be entitled to a refund of the payments already made and may also be subjected to a $300 cancellation fee.

Contract Cancellations

- The producer has the right to control all aspect if the event.
- The producer reserves all right to cancel a vendor contract at any time for the good of the festival, by its sole discretion.
- Any cancellation by the producer will result in fee being refunded to the vendor if they have not followed rules and regulations.
- A cancellation or suspension by the producer resulting from failure to meet or maintain guidelines stated within in will not be eligible for a refund.

Refunds

- All refund checks will be made out to the account holder listed on the initial payment, unless otherwise specified.
- Event cancellation due to inclement weather will not result in the refunding of your fees.

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Booth Space

- A participant will be assigned a booth space approximately 10ft X 10ft. No trailers will be allowed.
- One 8 foot table will be provided to each vendor with cooking space behind their booth. Vendors must supply their own chairs. Table and chair set up are for the public use.
- Participates agree to accept the space assigned to them by the Food Vendor Chairman.

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- Food Vendor Chairman reserve the right to relocate a vendor when necessary even after a space has been assigned.
- Participate agrees to only conduct its business only within the space assigned by the Food Vendor Chairman.
- You must be ready for a Health, Fire, and Electrical inspection by 3:00P.M. on Thursday, May 18th. Each vendor must completely satisfy all requirements prior to being allowed to open.

Booth Signage

- Vendors are responsible for bringing and hanging their own signage. Bungee cords and poles will not be provided.
- Signs must be limited to 10' in length and 14' in height.
- Each booth vendor must have a minimum sized board of 2ft X 3ft with prices clearly marked and visible to the public at all times. This will not be provided.

Electrical Usage

- Electrical usage must be limited to 20 amps (1850 – 2200 watts). Use propane equipment when possible.
- If more is required there is an additional cost is $125 to vendor for an additional 20 amps.
- If additional payment is not paid, you will be limited to 20 amps.
- You must supply your own extension cords. They must be U.L. listed for outdoor use, 15 amp minimum capacity, 3 wire grounded and no longer than 25 ft.

Fire Safety

- A cleared 3ft aisle must be left behind your tent to ensure quick evacuation if necessary.
- Each vendor must have a fire extinguisher available.
- If you are cooking on grills or frying, this must be an ABC rated fire extinguisher with 60B:C rating, otherwise an ABC rated fire extinguisher with a 2A B:C rating is sufficient.
- Plan to secure all pressurized containers and tanks.

Garbage

- Each vendor must provide their own garbage container and liners.
- A dumpster will be conveniently placed for garbage disposal.
- All cardboard boxes must be broken down before placing in the dumpster.

Open Cooking

- Only steam tables and warming ovens will be allowed within the food booth.
- Tables must be protected from the heat. Any cooking done with fryers, charcoal grills, etc., must be done behind the vendor's designated booth space.
- There will be a designated time and area for grease and charcoal disposal.

Sales Tax

- It is the sole responsibility of each vendor to report and pay all applicable sales tax.

Set Up & Clean Up

- Vendors may set up on Thursday, May 18th at 11:00 A.M.
- All equipment and vendor's property must be removed on Sunday, May 21 by 9 P.M. You area must be left clean, free of all garbage.
- You will be allowed to leave equipment set up Thursday & Friday night only. Security will patrol the area; however the Chamber of Commerce nor the Village assumes responsibly for you equipment. Be sure to have an adequate property damage and theft insurance for your own protection.

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Questions

- Please contact the Taste of Glen Ellyn Food Vendor Chairman of the Glen Ellyn Chamber office.