



2018 Food Vendor Application

\$200 registration fee per 10' x 15' space

Deadline: Wednesday, August 1, 2018

\$100 Fee for late or incomplete applications

Festival Dates and Operating Hours: Saturday, September 15, Noon–10 PM; Sunday, September 16, 11 AM–8 PM

Festival Location: 100 W. Main St., Cary Festival Website: www.CaryMainStreetFest.com

CONTACT INFORMATION (Please type or print legibly. Form must be fully completed.)

Cary-Grove Area Chamber of Commerce Member Yes No

Company

Address City State Zip

Phone Fax FEIN/IDOR# (Required)

Vendor Contact Email Address (Required)

Payment Contact Same as Above Phone Email Address (Required)

Day-of-Event Contact (OnSite / Pre-Event Communications) Same as Above Mobile Phone Email Address (Required)

Method of Payment: Cash Check (Payable to Cary-Grove Area Chamber of Commerce) Credit Card

Credit Card Number Expiration Date Security Code

Credit Card Holder Name Billing Address Signature of Card Holder

BOOTH INFORMATION

 (Please type or print legibly)

Menu Items

Need to rent tent, tables, electricity, etc.? Please complete an Equipment Rental Form and submit with application. We **do not** provide running water or lights.

Booth will be using propane.

Booth will have music (amplified music is **not** allowed)

Explain: _____

(**Strict limitations apply.** Fest Committee must approve music in advance.)

_____ 10' x 15' space(s) requested x \$200 each

\$ _____ **Total Registration Fee due with application**

Application will not be processed and space will not be secured until payment is received. Please make checks payable to: **Cary-Grove Area Chamber of Commerce.** Application and payment should be submitted to:

Cary-Grove Area Chamber of Commerce
Attn: Cary Main Street Fest
445 Park Ave.
Cary, IL 60013

For more information, please contact Craig at Big Buzz Idea Group at (773) 804-8589 or Craig@BigBuzzIdeaGroup.com.

REQUIRED ITEMS FOR TEMPORARY FOOD LICENSE

Compliance with the Village of Cary and State of Illinois Food, Health and Sanitation requirements are the responsibility of each Food Vendor.

- Completed Fest Application
- Application for Temporary McHenry County Health Permit
- Copy of Current Health Inspection (must be dated 2018)
- Certificate of Insurance
- Certificate of Insurance must list the Village of Cary, (655 Village Hall Drive, Cary, IL 60013) as the Certificate Holder and list the Cary-Grove Area Chamber of Commerce and Big Buzz Idea Group as Additional Insureds
- Booth Site Plan

For the safety, security and benefit of our vendors, all participants must abide by the rules and guidelines on the reverse side. Any non-compliance may result in immediate removal from the festival and further action will be taken if necessary. Please indicate by signing below that you have read and will comply with the rules and guidelines set forth.

I have read both the front and back of application, understand and will comply with the rules and guidelines set forth. Application will NOT be processed if not checked or without signature below AND initialed where designated on the reverse side.

VENDOR SIGNATURE

DATE

HOSTED BY



PRODUCED BY



2018 Cary Main Street Fest Food Vendor Application

FOOD VENDOR RULES AND GUIDELINES

Food Vendor Applications, non-refundable registration fee and all supporting documentation must be submitted by **August 1, 2018**. The Cary-Grove Area Chamber of Commerce (CGACC) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation. **Vendors with outstanding debt to the CGACC (or the Village of Cary) will not be allowed to participate until outstanding financial obligations are rectified.**

Submission of application does not guarantee acceptance to the event. **Due to limited space at the Fest, vendors will be selected based on menu, completion of paperwork and payment.** The Fest Committee reserves the right to limit the number of Food Vendors in any one category (i.e. Chinese, Mediterranean, etc.). Application/equipment fees will be refunded to any vendor not approved.

To qualify for CGACC membership, restaurants must be located in the chamber's geographical service area. The membership application must be filed by August 1, 2018.

FEES AND COMMISSIONS

- A non-refundable \$200 registration fee will reserve your 10' x 15' space. Each food vendor will be required to complete a Fest Application, Temporary Food Vendor License Application (with final menu and site plan), copy of current Health Inspection (**dated 2018**), and Certificate of Insurance verifying Commercial General Liability Insurance with the **Village of Cary** as the Certificate Holder with the **Cary-Grove Area Chamber of Commerce** and **Big Buzz Idea Group** named as Additional Insureds. This is a rain or shine event. Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees. A **\$100 fee** will be assessed for all **late or incomplete** applications.
- CASH SALES ARE NOT PERMITTED***. This is a ticketed event. All food prices must be in \$1 increments. The CGACC will receive **20% (15% for CGACC members)** of all sales based on food tickets, and you will receive a check for 80% (85% for CGACC members) issued on **Thursday, September 20, 2018 between 2 and 4 PM**. Tickets must be neatly wrapped and counted in to \$100 bundles and submitted to the CGACC office at 445 Park Ave., Cary, IL 60013, on **Tuesday, September 18, between 2 and 4 PM**. Tickets submitted after Friday, September 21, will incur a 5% deduction per day. Any fines and/or outstanding fees will also be deducted from this payout. Food Vendors assume sole responsibility for their tickets. The CGACC and BBIG are not responsible or accountable for any lost and/or stolen tickets.
*Vendors found accepting cash may be asked to leave the festival.
- The CGACC **does not** withhold any taxes from Fest participants, and any taxes associated with Fest participation are the responsibility of each individual Food Vendor.

INITIAL I understand the fees due and commissions paid on sales. _____

MENU AND BEVERAGES

- Food Vendor menus will be approved on a first come basis. All final menus are subject to approval by the Fest Committee.
- All alcoholic beverages, soda and water will only be sold by the CGACC. Food vendors may sell other pre-approved non-alcoholic beverages.

BOOTH REQUIREMENTS

- Vendors are responsible for setup/teardown of signage, tents, tables and equipment. Vendors may participate in a bulk rental of equipment. You may use only your assigned space. No drilling into the street is permitted.
- All Food Vendors are responsible for complying with all Village of Cary and State of Illinois guidelines for food service to the public.

- Vehicles are only allowed on the street for setup prior to the event and for teardown after the festival has closed. You will be notified when it is safe to bring your vehicle onto the street. All vendors will receive a confirmation email regarding load-in and load-out times. **All vehicles must be cleared from the route 60 minutes prior to the start of the event. At no time can vendors block alleys, driveways or railroad crossing.**
- All tents, booths or canopies must be made from fire retardant material. Each food vendor must have an approved fire extinguisher (carbon dioxide or multi-purpose dry chemical and a minimum of twenty pounds) in their booth. Each canopy must be properly weighted down (40 lbs. attached per leg).
- As a safety consideration, vendors are requested to place propane tanks 10 feet away from any canopy, chain all tanks together and attach to a stationary post.
- In an effort to protect your space and effectively maintain cleanliness of the event, any vendor not staffing their booth for the duration of the event will be required to "close their booth" using tent sides. **Vendors who do not adhere to this policy will be fined \$75 per day.**
- Each vendor is required to empty garbage, recyclables and grease as necessary in the Chamber-provided containers. **DO NOT dispose of grease in the street gutters.** Vendor space must be kept clean and free of debris. A Fest staff member will periodically monitor and then review the space for cleanliness each night with the vendor. **Any booth not properly cleaned prior to exiting the festival will have a \$200 fee withheld from final payouts.** Protective materials must be placed under fryers and grills. Any vendor who leaves equipment or supplies behind at the close of the event will incur **an additional \$200 fine (NO exceptions)**.
- Sidewalks are NOT part of assigned booth spaces. **Sidewalks must be left unobstructed at ALL times.** Any Food Vendor using any portion of the sidewalk **will be fined \$200 per day.**
- Running water, potable water and lights are not provided.

GENERAL

- All Fest participants and their employees are expected to serve as a positive representation of the community and at no time should engage in any illegal activities. Any vendor found in violation of these rules can be fined and immediately removed from the festival at the Chamber's discretion.
- Mistreatment of staff or volunteers will not be tolerated. BBIG/CGACC reserves the right to remove any individual or company from the event and ban from future Big Buzz Idea Group productions.
- CGACC, BBIG, employees, related festival providers and participating sponsors will NOT be responsible for any injury, loss or damage that may occur to the vendor, its employees or property prior to, during or subsequent to the period covered by the vending contract. The vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- We are grateful for the support of our sponsors. Vendors are expected to work with sponsors and follow contract specifications when applicable.
- This event will be photographed and/or videotaped.** By participating in this event you hereby consent to the use of your likeness or image in those photographs and/or video for future promotional consideration by Cary Main Street Fest, the Cary-Grove Area Chamber of Commerce and/or Big Buzz Idea Group.

INITIAL I have read and will comply with the rules and guidelines. _____