

BERWYN'S 19TH ANNUAL OKTOBERFEST PRESENTED BY LOYOLA MEDICINE AND MACNEAL HOSPITAL FOOD VENDOR FORM



**MacNeal
Hospital**



Oktoberfest is a two-day event which will be held on Friday, September 20, 2019 from 6pm-11pm and Saturday, September 21, 2019 from Noon-11pm. Vendor fee includes one electrical plug-in. Additional plug-ins available at \$50.00 each, limit 2 additional.

Please check booth requirements below:

- \$400.00* per 10' x 10' booth space
Qty: ____ (Limit two booth spaces) Cost: \$_____
- \$500.00* per food truck (10' x 20' space) Cost \$_____ (Limit one booth space)
- I require additional access to a centralized electrical generator for a fee of \$50 per plug-in
Qty: ____ (Limit two additional plug-ins) Cost: \$_____

Equipment

- Refrigeration
- Propane tanks
(Must be secured as per Berwyn Fire Dept.)
- Grills
- Other

PLEASE NOTE: 220V and over must supply your own power box

IN ADDITION THIS YEAR, BAGS OF ICE WILL BE AVAILABLE FOR PURCHASE. ALL PROCEEDS WILL GO TO THE BERWYN BOY SCOUTS TROOP 32.

VENDOR/BUSINESS NAME

NAME OF BUSINESS REPRESENTATIVE

BUSINESS ADDRESS

CITY

STATE

ZIP

PHONE

ON-SITE CONTACT PHONE

EMAIL ADDRESS

Please list your 4 (four) Menu items:

(The festival committee will review all menu items after which vendors will be notified of their approval and/or denial. Menu items and/or pricing may not be changed once the menu is approved.)

Terms & Conditions

- Booth Size & Placement:** Booth sizes are 10 feet by 10 feet. Vendors may purchase no more than two booth spaces. Vendors must provide their own tent, booth, tables, chairs and signage. Food vendors will provide all items needed for cooking, storing, and serving food. Vendor locations will be assigned by the BDC and will be available 2-3 days prior to the event. We reserve the right to relocate a vendor when necessary, even after space has been assigned. In addition, the BDC reserves the right to turn down and limit the number of vendors based on the nature of the services or products sold. We will do our best to honor any special request; however, desired locations are not guaranteed.
- Exclusivity:** The BDC does not grant or ensure the exclusive right of vendor to offer for sale any specific item(s) and reserves the right to disallow the sale of any items or services for any reason at the BDC's full discretion.
- Electrical Requirements:** Electricity will be provided with a centralized generator with one plug-in included in vendor fee. Additional plug-ins are available for an additional charge of \$50 per plug-in, limit two. **Please note: any equipment 220v and over must supply their own power box.** Vendors may not bring their own generators. Vendor must provide electrical/extension cords. All extension cords must be a minimum of 100 feet, 3 conductor, #14 AWG, grounded cords and must comply with all electrical codes and requirements. (No frayed or spliced cords. Cords with grounding cords removed are not acceptable). All large equipment cords must be 3 conductor grounded cords installed on equipment in compliance with the manufacturer's specifications or UL Listing. (No frayed or spliced cords. Cords with grounding prongs removed are not acceptable). Every attempt will be made to ensure continued electrical service. However, the Berwyn Development Corporation will not be held responsible for loss of sales or goods should circumstances beyond our control arise, vendor equipment be deemed faulty or vendor electrical needs exceed provisions named.
- Security:** Overnight security on September 20 will be provided by Berwyn police at no charge to vendors.
- Setup & Tear Down:** Each vendor is responsible for setup, tear down and cleanup of booth space. **Setup time begins at 10:00 am and must be completed by 3:00pm on Friday, September 20, 2019. NO EXCEPTIONS.** For the safety of visitors, no motorized vehicles will be allowed on the premises after 3:00pm. **Tear down will take place after Oktoberfest ends at 11:00pm on September 21, 2019.** No equipment, tents, tables or supplies may be left overnight at the end of the festival on Saturday, September 21. Trash containers and centralized dumpsters will be available.

Food Vendor Requirements:

- Food vendor shall provide the Berwyn Development Corporation with a certificate of insurance, with minimum liability limits of \$1,000,000 coverage, naming the Berwyn Development Corporation and the City of Berwyn as additional insured. This document must be delivered to the BDC no later than **5:00pm on Friday, September 6, 2019.**
- All food vendors must complete a special Berwyn Health Permit (included), which requires a State of Illinois Food Service Sanitation Certificate.
- Vendor releases and discharges, covenants not to sue and agrees to indemnify the BDC and the City of Berwyn, and their officers, employees, agents, representatives and volunteers from any and all known or unknown damages, injuries, losses, judgments and/or claims from any cases whatsoever that arise in any way from the Event or this Application/Agreement, including attorneys' fees and costs incurred by the indemnified parties.
- Violation by Vendor of any terms in this agreement or any specific event rules as set forth by the Berwyn Development Corporation will render this contract void. Upon such violation, the Berwyn Development Corporation may, at its discretion, require Vendor to immediately cease operation at the event, and, within a reasonable period of time, remove all items and equipment, without reimbursement of any expenses or fees paid by Vendor.
- Vendor must return this Application/Agreement with all of the required items listed below to the BDC on/or before **5:00pm Friday, September 6, 2019.** No applications will be accepted after this date.

Checklist:

- Applicable fee (refundable if Application/Agreement is rejected)
- Signed Application/Agreement
- Proof of liability insurance
- Temporary Food Service Permit

By signing this agreement, vendor acknowledges and accepts all terms of this application which will be considered a legal contract between vendor and the Berwyn Development Corporation and therefore accepts all terms and conditions of this agreement.

VENDOR'S SIGNATURE

DATE

Electricity Options:

If electricity is required, it MUST be purchased from Berwyn Oktoberfest. One plug-in is included with the vendor fee.

Yes, I will need electricity (\$50 per extra plug-in) LIMIT TWO - PLEASE NOTE: 220V AND OVER - VENDOR MUST FURNISH THEIR OWN POWER BOX

Please choose the type of electricity you need:

- Daytime-festival hours only Daytime & Overnight **No, I will not need electricity**

Please list ALL appliances including lighting which will require a power source at the event. If the volts and amps for each appliance are not correctly listed, you run the risk of not having the necessary amount of electricity on site to power your booth.

Appliance Type	Quantity	Voltage	Amps
1.			
2.			
3.			
4.			
5.			
6.			

Voltage = the current. 110/120: house current; 220: freezers, pizza ovens; 480: heavy equipment
 Amps- 15 amps: normal household appliances; 20 amps: heat lamps, electric cookers; 40 amps: deep fryer, refrigeration
 Amp rating can be found on the back of the appliance near the cord.

Payment Options

Total Fee Calculator

Booth Fee \$ _____

Electricity Fee (if applicable) \$ _____

Total Amount Due \$ _____

Check or Money Order payable to Berwyn Development Corporation

Credit Card (you MUST fill out all the information below)

NAME ON CARD: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CREDIT CARD # _____

SECURITY CODE: _____ EXP. DATE: _____

SIGNATURE: _____

Please sign and return this agreement (including Health Department Permit) to the Berwyn Development Corporation no later than Friday, September 6, 2019.

Mail to: **Berwyn Oktoberfest**
Berwyn Development Corporation
3322 S. Oak Park Ave, 2nd Flr
Berwyn, IL 60402



**All vendors must comply with the following checklist
in order to obtain an electrical connection.**

- All extension cords must be a minimum of 3 conductor, #14 AWG, grounded cords. (No frayed or spliced cords. Cords with grounding cords removed are not acceptable.)
- All large equipment cords must be 3 conductor grounded cords installed on equipment in compliance with the manufacturer's specifications or UL Listing. (No frayed or spliced cords. Cords with grounding prongs removed are not acceptable.)
- Any tents with lighting and/or small appliances with 2 conductor cords that are installed by the manufacturer are permissible.
- All vendors must provide enough extension cords to connect booth equipment and (1) 100' of 3 conductor cord per circuit to connect from vendor booth to power source.
- Power strips and multi-tap adapters must be heavy duty, 3-wire, grounded and a minimum of 15 Amp rated.

A licensed electrician will be on site to aid in proper booth set-up for electricity. Only the site electrician may connect your booth to the power source. The following table will aid you in ordering the proper amount of 120 Volt, 20 Amp electrical circuits. All information required is listed on the equipment label.

Please keep this page for your information.