



2017 Route 66 Festival Food Vendor Application

Application Deadline Friday, May 5th, 2017

Festival: June 9th & 10th, 2017

City Park, Edwardsville, IL

Business/Organization: _____

Contact: _____

Address: _____

Phone: _____ Email: _____

Food Offered at Booth: _____

*Does your "booth" require the use of a trailer on site (space is limited)? _____

Tax Resale Number: _____

Madison County Health Permit Number: _____

Electrical Needs: _____ # of 120 volt Circuits (1 Circuit = 20 Amps.)

*One standard, 20 amp, 120 volt circuit receptacle will be provided. If you require additional circuits or 220 volts, please contact the Edwardsville Parks Dept., **additional circuit needs will NOT be granted after June 2, 2017.** NO SURGE PROTECTORS WILL BE ALLOWED. Please review your equipment to avoid blown circuits. Example Usage: Coffee Pot (10-15 amps) + Roaster Oven (6-12 amps) = Total 16-27 amps*

2016 Vendor Booth Fee:

10x10 Tent Space: Business \$300.00 _____ Non-profit \$250.00 _____

- Includes a 10x10 Canopy Tent, Two Tables and Two Chairs

* Additional 10x10 Tent Space: Business \$100.00 _____ Non-profit \$75.00 _____

- Space Only, No Additional Tents, Tables or Chairs

**NOTE: Additional 10x10 spaces are behind initial space. Additional adjacent spaces are charged at the regular rate. Trailers will be permitted only if space allows and vendors must notify festival organizer if a trailer is a required part of your set up. If the trailer requires a larger space the vendor will be charged for an additional space.*

Full non-refundable fee is due with application by Friday, May 5th, 2017. Refunds may be issued if the festival is cancelled by the City due to circumstances beyond our control.

Please complete the above Application and include a copy of insurance certificate, application fee, copy of current paid 2017 Madison County Health License, and signed agreement.

Please make checks payable to and mail to: City of Edwardsville
Attn: Route 66 Food Vendor
118 Hillsboro Avenue
Edwardsville, IL 62025



Food Vendor Rules and Regulations

The deadline for reservations is May 5th, 2017. Confirmation, booth assignments, maps and instructions will be sent by June 2nd.

1. Spaces are assigned first come, first served. Special requests will be considered where possible. We reserve the right to limit the number and types of food vendors. Submission of an application does not guarantee a booth.
2. Food vendors shall pay all sales or other taxes, fees, assessments required by any applicable federal, state or local law in connection with the participation in this festival. Food vendors shall indemnify, defend and hold the City of Edwardsville harmless for any taxes (including fees and penalties, if any) required to be paid by law.
3. Health Department License: It is the Vendor's responsibility to obtain a temporary food service license. A copy of your current Madison County Public Health Department permit must accompany your application. The fee is \$75 (paid to the Health Department) for a temporary permit. More information can be found on <http://www.madisonchd.org>. Each vendor shall be required to display said license.
4. All vendors must abide by and adhere to the Madison County Department of Public Health standards. Inspections by the Madison County Health Inspector will be performed prior to the festival opening. In addition, an inspection may be performed during the Festival hours of operation. All Health Department codes are the responsibility of each vendor. A vendor without license will be shut down.
5. ONLY PERSONS and/or COMPANIES that have applied to and have been accepted by the City of Edwardsville shall be included and/or approved to operate during the Route 66 Festival. Any other person and/or organization must make separate application in order to legally sell food within the City of Edwardsville.
6. Insurance: All food vendors are required to show proof of insurance. A copy of said insurance must be supplied with the Festival Application.
7. Set-up between 9:30 a.m. and 3:30 p.m. on Friday, June 9th. Booths MUST be ready to sell product at 5:00 p.m.
8. No vehicles on sidewalk or grassy areas. You will be responsible to the City of Edwardsville for damages your activity causes to the park.
9. Vendors are responsible for their own booth set up and clean up. Booth space size is 10' X 10'. Vendors requiring a larger area may reserve two or more spaces for a small fee.
10. Each vendor must supply at least two garbage containers. Each vendor shall be required to keep any assigned area clean of all garbage and/or debris and waste must be disposed of periodically. Festival dumpsters will be available. Absolutely no garbage is to be left on site after vendor leaves the festival. The City of Edwardsville will fine any person(s) for trash left in area.
11. Waste water and grease cannot be dumped into storm drains or on the ground, as per state law and local ordinances. No fire/heat under trees.
12. Power is available and we have limited water available. Vendors requiring electrical power must identify so on their application indicating 110V or 220V and the Amps needed. Each vendor must supply her/his own lead lines to reach outlets and the electrical cords must be taped to the ground with quality duct tape if exposed.
13. Security will not be provided.
14. Food vendors must park in assigned parking areas as indicated in your confirmation package. Traffic citations will be issued if you park in areas marked "Restricted". There is no overnight parking permitted in the downtown streets per city ordinance.

15. Booths must remain set up until 9:00 pm on both nights. No vehicles will be allowed to enter the area for loading. If you know that you will be loading prior to 9:00 pm, please indicate this on your application. Emergency vehicles ONLY will be allowed on the grounds.
16. You are responsible for providing or arranging for all necessary labor in unpacking, erecting, dismantling and repacking displays. Festival staff and security personnel are not available to assist with set-up or breakdown.
17. You shall only store or display materials on appropriate surfaces of your booth, and not in pedestrian aisles or on sidewalks. Pedestrian aisles must be maintained at all times.
18. NO alcoholic beverages of any kind may be sold or given away by a vendor without committee permission and proper liquor license.
19. The City of Edwardsville will not be held responsible nor will reimburse any vendor or merchant for loss 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.
20. The Route 66 Festival WILL occur regardless of weather and refunds will only be issued if the event is cancelled by the City due to circumstances beyond our control. Be prepared for any kind of weather; sun, heat, wind, rain or cold.

Agreement

I have read and agree to observe the Route 66 Festival Rules and Regulations as stated in this application. I do hereby agree to indemnify and hold harmless the City of Edwardsville and their respective officers, agents, underwriters, individually and/or collectively from all fines, penalties, liabilities, losses, claims, damages, and expenses including court costs and attorney fees incurred or suffered as a result of or relating to my participation in the event known as the "Route 66 Festival", on June 9th & June 10th, 2017, at the City of Edwardsville City Park.

Authorized Signature: _____

Date: _____

Mail this agreement page with the application to:

City of Edwardsville
Attn: Route 66 Food Vendor
118 Hillsboro Avenue
Edwardsville, IL 62025