





Food Vendor Application  
**2017 West Fest**

Friday, July 7 from 5-10pm, Saturday & Sunday, July 8 & 9 12-10pm

**OPTIONAL ELECTRIC RENTAL**

*If electricity is required, it MUST be purchased through this form. NO PERSONAL GENERATORS  
Items requiring special plug will require an additional fee, please contact the Chamber for details*

- YES, I need electricity **\$200** (40amps)  
AND I need additional electricity **\$100** (per 20amps) Qty \_\_\_\_ \$ \_\_\_\_\_
- NO, I do not need electricity

All outlets are standard household 3 prong plugs, do you require any special plugs?  YES  NO  
If yes, describe the plug, including NEMA code, volts and amps. Special Plugs will require additional fee.

**You must list ALL equipment requiring power. DO NOT underestimate your electrical needs. Underestimates of power usage will result in a \$500 FINE, restriction of equipment, or immediate ejection from the festival.**

Appliance Type	Qty	Amps

Please bring a 100-foot outdoor extension cord to guarantee access to your electrical outlet

**Total Electrical Fee \$ \_\_\_\_\_**

**FILL IN AND ADD THE FOLLOWING FEES**

Vendor Space Fee	Optional Rental Equipment Fee	Optional Electric Rental Fee	*City Single Event Food License Vendor Fee = \$75	TOTAL AMOUNT DUE
\$ _____ +	\$ _____ +	\$ _____ +	\$ _____ =	\$ _____

- \*  I AM SUBMITTING the City Single Event Food License Application (\$75)
- I HAVE a 2017 180-Day License (\$0)

**SUBMITTING PAYMENT**

- Check or Money Order Payable to: WTCC  
Mail to: West Town Chamber of Commerce  
1819 W Chicago Ave.  
Chicago, IL 60622
- Credit Card select one →
  - Invoice – payable online (processing fee applies)
  - Swipe – payable in person (processing fee applies)
  - Manual – payable by phone (processing fee applies)

**SUBMITTING APPLICATION**

**Applications will not be considered unless full payment and signed contract are received**

Completed applications can be emailed to [info@westtownchamber.org](mailto:info@westtownchamber.org) or mailed to West Town Chamber of Commerce, 1819 W. Chicago Ave., Chicago, IL 60622

**Submission of application does NOT guarantee acceptance** Notification will be sent via email by the Notification of Acceptance/Rejection date listed on the application. If you have any questions or need more information, please contact: West Town Chamber, 312-850-9390, [info@westtownchamber.org](mailto:info@westtownchamber.org)



**Application, Contract & Payment Deadline: May 26, 2017**  
Notification of Acceptance/Rejection (email): June 9, 2017  
Vendor Placement & Site Plans West Fest: July 5, 2017

## FOOD VENDOR REQUIRED MATERIALS CHECKLIST

\_\_\_\_\_ *COMPLETED VENDOR APPLICATION and PAYMENT IN FULL FOR ALL FEES*

- Including complete applicant information, space fee, rentals, payment, & signed contract

\_\_\_\_\_ *CERTIFICATE OF INSURANCE*

- Food vendor **MUST** have general liability insurance listing:
  - Certificate Holder: City of Chicago Department of Business Affairs & Consumer Protection  
121 N LaSalle St, 8th Floor Chicago, IL 60602
  - Additionally insured: City of Chicago, City of Chicago Department of Business Affairs & Consumer Protection, City of Chicago Department of Cultural Affairs & Special Events, West Town Chicago Chamber of Commerce, Criterion Productions

\_\_\_\_\_ *COMPLETED CITY OF CHICAGO SINGLE EVENT FOOD OR FOOD TRUCK VENDOR LICENSE APPLICATION*

- Vendor must complete the attached City of Chicago's Single Event Food Vendor License Application in its entirety including signature of the owner of record.

**OR**

\_\_\_\_\_ *SUBMITTED COPY OF 180-DAY MULTI-EVENT FOOD VENDOR LICENSE*

- Vendor must submit a copy of their City of Chicago's 180-Day Temporary Food Vendor License  
Apply for 180 Day License by contacting Greg Adams [greg.adams@cityofchicago.org](mailto:greg.adams@cityofchicago.org)

**AND EITHER**

\_\_\_\_\_ *SUMMER FESTIVAL SANITATION CERTIFICATION COPY*

- Sanitation Certification Number: \_\_\_\_\_
- Food Vendor representative must attend a current year Summer Festival Sanitation Training class prior to the festival. Call 312-746-8030 or IL Restaurant Association, 312-787-4000 for a schedule of Sanitation Training classes.
- The person(s) listed on the Sanitation Certificate(s) provided must be present at the booth at all times. Multiple certificates are recommended.

**AND**

\_\_\_\_\_ *CURRENT HEALTH DEPARTMENT KITCHEN INSPECTION COPY – AND – IF NECESSARY – SIGNED AFFIDAVIT OF PERMISSION OF USE*

- Food Vendor must have current (dated after January 10 2017) health inspection of the kitchen listed on the City application where food is being prepared / prepped for the fest.
- If Vendor is not the business owner listed on the above licensed kitchen health inspection, a signed affidavit from the owner of the licensed kitchen indicating permission of use to the vendor for the festival must also be submitted.

**OR**

\_\_\_\_\_ *MOBILE FOOD LICENSE COPY*

- Mobile Food License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Vendor **MUST** prepare/dispense **ONLY** items from your City of Chicago licensed Mobile Food vehicle (no outside booth/tent) in compliance with all license requirements.

## FOOD VENDOR NOTES

*Festival reserves the right to indicate an exclusive water or energy drink brand sponsor. Any Sponsoring brands will be indicated to the vendor within 30 days of the event and no Vendor will be allowed to sell a non-sponsoring water or energy drink brand. Festival will continue to limit the number of Food Vendors to less than 14.*



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### 2017 WEST FEST FOOD VENDOR CONTRACT

This Vendor Contract is between \_\_\_\_\_ (“Vendor”) and the West Town Chicago Chamber of Commerce (“WTCC”) in regards to both the West Fest street festival (“Festival”).

#### Section 1. Grant of Space

Upon acceptance, which shall be given or withheld in WTCC’s sole discretion, and upon receipt of application, signed contract, and payment, WTCC will grant Vendor the right to use, on the terms and conditions herein, a designated booth in Festival (“Space”) on July 7, 5-10pm, and July 8 & 9, 12-10pm on Chicago Ave between Damen Ave and Wood St.

#### Section 2. Laws and Permits

- A. Vendor must comply with all relevant local, state and federal laws.
- B. Vendor is responsible for obtaining and paying for any and all business licenses and taxes that are required for its operation, including state sales tax.
- C. If selling goods, Vendor must provide WTCC with a valid IBT Number.
- D. WTCC is required by law to provide the IL Dept. of Revenue a complete list of Vendors participating in Festival.
- E. Vendor will not be allowed to participate unless Vendor is in full compliance with all city and state requirements and other responsibilities under this Agreement, including but not limited to the timely submission of certificates and required documents and timely payment of the participation fee.

#### Section 3. Use of Space; Vendor Conduct

- A. Vendor’s use of Space is non-transferable. Vendor may not allow anyone else to use Space without the express permission of WTCC.
- B. WTCC offers no guarantees or warranties of any kind. Festival occurs rain or shine. There will be no refunds whatsoever if any unforeseen circumstances, acts of God, weather, terrorism, or war result in the cancellation of the event. Once application is submitted, refunds will only be given if application is rejected by Festival.
- C. Space is provided “as-is”. Limited numbers of tables, chairs, canopies, and electricity hook ups are available to rent from Festival. Vendors requiring rented equipment must enclose the required fee and order each item on the application.
- D. Rentals: chairs and tables will be available for pick up at a central location Friday afternoon—and MUST be returned and checked-in at that same location Sunday evening.
  1. Missing rental equipment costs will be billed to Vendor if not returned and checked-in.
  2. Rented tents will be erected in Space.
  3. If ordered, an electric outlet will be available near Space. Vendor should bring a 100-foot outdoor extension cord to reach the outlet. Usage by Vendor of power in excess of what Vendor indicated on this application will result in a \$500 FINE and restriction of equipment or immediate rejection from Festival.
- E. Vendor must weigh down tents brought in independently with sand bags, water barrels, or cement buckets at Vendor’s expense. If tents are not weighed down to the satisfaction of Festival, WTCC may choose to remove them and/or charge Vendor for cost of additional water barrels. **\$110 per barrel**
- F. Vendor must keep its merchandise within allotted boundaries of Space. Space will be assigned and notification given by WTCC to Vendor via email by Vendor Placement & Site Plan Date indicated on application.
- G. Vendors shall not be permitted to amplify music without prior written consent of WTCC.
- H. Vendors must be set up and ready for operation by the official opening time of Festival and must vacate Festival grounds no later than three hours after the official closing time of Festival. Vendor may not vacate Festival prior to the official closing time of 10 pm without the express permission of WTCC.
- I. Vendors must remove all products and equipment overnight each night of Festival. It is at Vendor’s own risk to leave any equipment or product belonging to Vendor on Festival site overnight, and WTCC cannot be held responsible for any loss or damage to said product or equipment.
- J. Vendor must remove its own trash from Space and dispose of it properly in containers provided by WTCC. Vendor must leave Space trash-free and in the same condition as initially provided. Vendor will be charged **\$150 FINE** for any debris or trash left on site with photographic evidence.



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- K. Vendor must wait until any hot coals are cool to the touch prior to dumping in Festival dumpster. Dumping hot coals in Festival dumpster (coals not cool to the touch) is a safety hazard and will result in a **\$1,000 FINE**.
- L. No vehicles are permitted in Festival after 4pm Friday, and after 11am or before 11pm Saturday & Sunday. Hours may be modified as determined by onsite management. During Festival hours of operation merchandise must be transported by hand or small cart. Vendor is responsible for parking arrangements.
- M. All the terms of Vendor Application and Notes associated therewith are incorporated in and made a part of this Vendor Contract.

**Section 4. Merchandise; Prohibited Items**

- A. Festival management may inspect Vendor merchandise at any time to determine it is consistent with the merchandise represented in the Vendor's application. WTCC may terminate Vendor's rights granted herein if Vendor's merchandise is not consistent with its application.
- B. In accordance with Illinois law, Vendor is prohibited from selling baby food, infant formula, or similar products or any pharmaceuticals, over-the-counter drugs, or medical devices. Vendor may only sell cosmetics if Vendor has an identification card identifying Vendor as an authorized representative of the cosmetics manufacturer or distributor.
- C. Vendor is also prohibited from selling counterfeit items, unlicensed merchandise, guns, ammunition, alcohol, drug paraphernalia, items prohibited by Illinois or federal law, or any merchandise that WTCC considers racist, discriminatory or offensive.

**Section 5. Indemnification and Release**

- A. Vendor will release and will hold harmless West Fest, West Town Chicago Chamber of Commerce, Criterion Productions, The City of Chicago, and The City of Chicago Department of Cultural Affairs and Special Events from any and all claims arising from any injuries, losses or damages (whether to person or property) caused by Vendor, Vendor's merchandise, or Vendor's participation in Festival.
- B. Vendor agrees to indemnify West Fest, West Town Chicago Chamber of Commerce, Criterion Productions, The City of Chicago, and The City of Chicago Department of Cultural Affairs and Special Events from any and all expenses arising because of any such claim.

**Section 6. Advertising**

- A. Any Vendor wishing to advertise must do so at its own expense. Any advertising of Festival must be approved in writing by WTCC prior to publishing.

**Section 7. Causes for Denial of Selling Privileges; Disciplinary Actions**

- A. Any Vendor who seeks to evade payment, refuses to make payment of the proper rental and space fees or ignores the festival operational guidelines will be denied selling privileges.
- B. Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on Festival premises and will be cause for denial of selling privileges.
- C. If WTCC learns of written or verbal complaints against Vendor showing reasonably conclusive evidence that Vendor has practiced deception by either: (i) displaying or selling merchandise packaged to misrepresent the quality or condition of such merchandise, or (ii) giving false information regarding the origin, variety, quality, condition or value of the merchandise, WTCC may terminate the rights granted to Vendor herein and/or take other appropriate action.
- D. WTCC may take appropriate action against any Vendor who fails to comply with relevant laws (federal, state, and local), this Vendor Contract, or other rules established by WTCC. Such actions may include, but are not limited to, termination of the rights granted to Vendor herein, permanent denial of selling privileges, or other relief deemed necessary by WTCC.

WTCC may impose additional rules and regulations, as WTCC deems necessary. WTCC will notify Vendor of these additional rules. Please make a copy of this contract for your records. Signed contracts will remain at the WTCC office.

**2017 WEST FEST FOOD VENDOR CONTRACT EXECUTION**

\_\_\_\_\_  
Vendor Printed Name

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date



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**CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS**  
**SPECIAL EVENT PERMIT APPLICATION**

**SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION**

*PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

**FEE: \$ 75.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.** The \$75 fee is included in vendor application fee payable to WTCC  
*Please type or print clearly. Application will be returned if not completed in its entirety.*

**EVENT INFORMATION:**

Name of Event \_\_\_\_\_

Address of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Hours of Event \_\_\_\_\_

Name of Event Sponsor \_\_\_\_\_

Event Coordinator \_\_\_\_\_

Phone Number \_\_\_\_\_

**VENDOR INFORMATION:**

Name of Food Vendor \_\_\_\_\_

Contact \_\_\_\_\_

Phone Number \_\_\_\_\_

**Department of Business Affairs & Consumer Protection BUSINESS ACCOUNT NUMBER (6 digits)** \_\_\_\_\_

*If you do not know your account number please phone (312) 74-GOBIZ.*

*If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number, you will need to complete the City of Chicago Business Information Sheets on pages 26 & 27 of this packet or visit [www.cityofchicago.org/businessaffairs](http://www.cityofchicago.org/businessaffairs).*

Address of Food Vendor \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Summer Festival Food Vendor Sanitation Certificate Number \_\_\_\_\_

Each event requires a Certified person at each booth at all times food is handled.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**SIGNATURE** (\*Must be signed by an owner or officer) \_\_\_\_\_ Date: \_\_\_\_\_

List the name and address of the licensed kitchen or food establishment to be used for the initial food preparation and storage of equipment (where food is to be actually prepared and equipment is sanitized and stored). Food or equipment may not be stored in the home (**Attached signed Affidavit**)

Describe the method of transporting food and the temperature it will be held at the event site (i.e. refrigerated cold storage containers, refrigerated vehicle capable of maintaining temperatures of 40° F or below, hot foods 140° F or above)

Describe the method of storage at the event site (i.e. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. List the temperatures food items will be cooked to indicate the location of restroom facilities within proximity to the food vending booth on the attached site plan.

Describe hand washing facilities at the food vending booth. Portable hand sinks are required. A permit will not be issued without hand washing facilities.

**INSTRUCTIONS:** PLEASE TYPE OR PRINT CLEARLY. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

**All vendors must have a passing inspection dated not more than six months before the event. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months before the event. A copy of the following must be attached to each application: *Site Plan, Summer Festival Food Vendor sanitation certificates(s), signed affidavit, if you received permission to use a licensed kitchen.* A copy of your current health inspection must be attached to each application.**

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### **SPECIAL EVENTS MENU APPROVAL REQUEST**

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Must be filled out (Provide detailed information for each question). Requirements may be imposed to protect the public's health or to prohibit the sale of some or all potentially hazardous foods such as raw foods, sushi or oysters. When no health hazard exists, some requirements may be waived.

**List the proposed foods and ingredients to be served at the event.** You may list up to 4 items on one sheet (use back of sheet if necessary)

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**List source where items will be purchased** (Name, Address, Phone Number . . . retain all receipts for inspection)

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**List any equipment that may be used at the event in the preparation of food or beverages** (i.e. mixers, blenders, etc. include drawings & specifications)

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**Describe the method of cooking at the event:** Raw animal products must be cooked to the following internal temperature for at least 15 seconds: Poultry and stuffed foods - 165° F, Pork; ground, diced or shredded meats and fish; eggs cooked in advanced - 155° F, whole cut meats and fish, eggs 145° F. List the temperatures food items will be cooked to.

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**> ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL BE DENIED <**