



Event Date: Wednesday, July 4th 2018
Event Times: 5pm- 9pm
Event Location: Main Park

FOOD VENDOR APPLICATION

Complete and sign the attached application and return with required materials no later than **June 20** to: Mokena Park District, Attn: Special Events, 10925 La Porte Rd, Mokena, IL 60448 or via email or fax.

Contact Information

Business Name _____ Contact Name _____

Phone _____ Email _____

Address _____ City _____ State _____ Zip _____

Illinois Business Tax Number or SSN _____

Booth Details

You will receive a 12x12 space at the Fourth of July event at Main Park. You are responsible for tent, tables & chairs.

Early Bird Fee	After May 4, 2018	Electric Fee (up to 80amps)		
\$125	\$200	\$50	Booth \$: _____	# of Spaces: _____
			Electric \$: _____	
			Total \$: _____	

Food Items (*please attach list if any additional products/prices)

Type of product(s) to be sold	Price Per Item
Type of product(s) to be sold	Price Per Item
Type of product(s) to be sold	Price Per Item
Type of product(s) to be sold	Price Per Item

Electricity (if you require more electricity than we can offer, you must bring your own power source)

Please list items you will be using that require electricity (be specific):

Item: _____ Amps/Volts: _____

Item: _____ Amps/Volts: _____

Item: _____ Amps/Volts: _____

Insurance Vendor must include certificate of insurance, naming Mokena Community Park District as additional insured, where applicable.

Materials Required Your application will **NOT** be processed without the following information:

- Completed food vendor application
- Booth Space/s Fee and Electricity Fee (see above pricing) made payable to Mokena Community Park District
- Refundable Security Deposit of \$50.00 made out Mokena Community Park District
- Certificate of Insurance
- Signature accepting rules and regulations of festival application (on reverse side of application)
- ****You must submit your Will County Health Department Temporary Food Vendor License Application and payment no later than Monday June 20, 2018 (on your own)**

Food Vendor Guidelines

- 1. Booth Space:** 12' x 12' booth space is provided. Vendors must pay for multiple spaces (limit 2) if space is larger than 12' x 12'. Canopies are strongly recommended, but not required. As this is an outdoor event, tables and chairs are **not** provided, vendors should bring their own. We reserve the right to relocate a vendor when necessary even after a space has been assigned.
- 2. Canopies:** All tents, booths or canopies used for cooking must be of fire retardant material. Certificate of approval by approved testing laboratory certifying fire retardant should be posted within the tent on-site during the duration of the event.
- 3. Security Deposit:** A refundable cleanup deposit of \$50 is required for all food vendors. All grease, etc. must be disposed of properly and removed from the event site - not left at the booth or poured down a sewer. Checks will be mailed back within 7-10 days following the event.
- 4. Booth Operations:** You must exhibit for the duration of the festival. Please note that for the safety and security for all, booths can not be left unattended. Early closing is not permitted. Vendors and their employees must maintain the highest degree of professionalism in their booths and on the event grounds at all times. Failure to adhere to the booth operations will result in vendors not being invited back to following year's event.
- 5. Check In/Set up:** Check in is Wednesday, July 4th from 2pm-3pm. Each vendor is responsible for setup, take down and clean up of his/her booth. Vehicles are allowed near booth only for setup prior to the event and tear down once the festival closes. You will be notified when it is safe to bring your vehicle near your booth. Unless otherwise specified by the Special Events Coordinator.
- 6. Inspections:** The MCPD reserves the right to inspect and prohibit any items that may be inappropriate for sale. Will County Health Department will perform a food inspection beginning at 4pm on event day.
- 7. Tear-down:** Each vendor is responsible for take down and clean up of his/her stand. Unless otherwise noted, parking is not designated to any specific vendor.
- 8. Trash Disposal:** Each space must be left clean throughout the event. Trash receptacles and bags will be provided at the event, however each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged in booth will be subject to space cancellation for future Park events.
- 9. Water & Electricity:** Unless otherwise specified, running water is **not** provided. Electricity is provided to each booth (up to 80amps) any electricity needed over 80 amps will incur a \$75 fee. No personal or small portable generators are permitted on grounds unless approved by the Special Event Coordinator.
- 10. Music:** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by festival committee.
- 11. Laws:** Drilling in the grounds is not permitted. Violators will be subject to a fine of \$100 and/or space cancellation by Mokena Park District.
- 12. Propane:** The Mokena Park District requires all propane tanks to be chained together and attached to stationary material (such as a post). Mokena Park District reserves the right to terminate any food sales until propane tanks are properly maintained.
- 13. Fire Extinguisher:** Every vending space with open flame used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multi-purpose dry chemical,.
- 14. Will County Health Department Temporary Food Vendor License:** Vendor must complete the Will County Health Department (WCHD) Temporary Food Vendor License Application with the Will County Health Department. Adherence to Will County Health Department guidelines will be enforced. Violations will result in cancellation of contract and loss of space.
- 15. Product Responsibility:** Once menu items have been submitted they may not be changed. If vendor products become un-sellable for any reason such as loss, damage or any other cause the event producer will not be held responsible

By signing this agreement, I hereby acknowledge and accept all guidelines of this vendor application by which will be considered a legal contract between me (Vendor) and the Event Producer (Mokena Community Park District) and therefore accept all terms and conditions of this agreement, including all rules and regulations and understand that I am legally bound by this agreement. Under all circumstances unless stated in the rules and regulations, there are no refunds.

Signature

Date

Terms & Conditions

1. **Exclusivity:** We do not provide guaranteed exclusivity to any vendor. The Mokena Community Park District has the right to not accept applications from vendors who are not selling appropriate items per the event.

2. **Contract Cancellation:** Mokena Park District reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its legal representation.

3. **Refunds & Cancellations:** In the case of event cancellation, rain dates are not scheduled unless specified. If MCPD deems it necessary to cancel an event, program, or advertisement and the event is not rescheduled, there will be no refunds or credits given.

4. **Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on the event grounds at all times.

5. **Indemnification:** Mokena Park District and Mokena Park District, employees, related festival providers of goods and services, or any participating sponsor will NOT be responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.

6. **Hold Harmless:** I as the vendor do hereby acknowledge by signing below, that I am an independent contractor and not an employee of the Mokena Community Park District; that I am not entitled to the benefits generally afforded employees of the Park District; nor am I eligible for workers compensation insurance. Furthermore, I agree to defend, indemnify and hold the Mokena Community Park District, Will and Cook Counties, Illinois, its Board of Commissioners, its Board members as individuals, and its employees free and harmless of any and all liability, costs and expenses (including attorneys' fees and costs) related in any way to threatened or actual court proceedings, lawsuits and damages involving injury to or death of any person or persons whosoever, caused by, connected with or arising directly or indirectly, wholly or in part, from any use or operation of the Park District premises resulting in any manner from the use authorization granted by the Board of Commissioners. It being further understood and agreed that the Mokena Community Park District assumes no obligation or responsibility in connection with the use of Park District buildings or grounds.

By signing this agreement, I hereby acknowledge and accept all terms & conditions of this vendor application by which will be considered a legal contract between me (Vendor) and the Event Producer (Mokena Community Park District) and therefore accept all terms and conditions of this agreement, including all rules and regulations and understand that I am legally bound by this agreement. Under all circumstances unless stated in the rules and regulations, there are no refunds.

Signature

Date

Questions? Call 708-390-2416 or email rphetteplace@mokenapark.com