



VENDOR APPLICATION

FOOD VENDOR

2019 BenFest

JULY 19, 2019 4-10PM, JULY 20 1-10PM, JULY 21 1-7PM

Festival Location: 2215 W. Irving Park Rd. (Irving Park & Leavitt)

Benefits the St. Benedict Parish and Preparatory School



APPLICATION DEADLINE: FRIDAY JUNE 7, 2019

APPLICANT INFORMATION

Business Name: _____

Below, please describe the food & beverage items being sold as well as the price range:
BenFest organizers reserve the right to limit vendor's menu.

Primary Contact Name: _____

Business Street Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Telephone: _____

Primary Contact Email: _____

Website, Twitter, Facebook: _____

On-site Contact Name: _____

On-site Contact Cell Phone: _____

On-Site Contact Email: _____

DBACP Account# _____

Method of Payment:

Cash Check (Payable to St. Benedict Parish & Preparatory School) Credit Card



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If paying with credit card:

Credit card number _____ Expiration Date _____ Security Code _____

Credit Card Holder Name _____ Billing Address _____ Signature of Card Holder _____

VENDOR SPACE FEE

Food Vendor, 10'x15' Space _____ \$750

Additional 10'x15' Space _____ \$250 (limit 3) x Quantity _____ = \$ _____

Sanitation Sink (required) _____ \$75

Total Vendor Space Fee \$ _____

*Companies that are for-profit and have a storefront and/or are publicly traded or have multiple offices of locations on a regional or national basis are required to participate at the sponsor level. Depending on involvement, this level includes on-site promotion, media, benefits, preferred booth placement and entrance banners. Please contact Cody Spellman via email at vendors@criterionproductions.com with questions or inquiries.

OPTIONAL RENTAL EQUIPMENT

10'x10' Tent \$375 x Quantity _____ = \$ _____

10'x20' Tent \$525 x Quantity _____ = \$ _____

10' Tent Wall \$35 x Quantity _____ = \$ _____

10' Tent Counter \$45 x Quantity _____ = \$ _____

Chair \$7 x Quantity _____ = \$ _____

8' Table \$25 x Quantity _____ = \$ _____

Sign Pole (Set) \$35 (Set) x Quantity _____ = \$ _____

Total Equipment Rental \$ _____

*Any other necessary equipment not rented above, including lighting, signage, etc. must be provided by vendor. Tent walls & counters are only available for tents rented through the festival.

OPTIONAL ELECTRICAL RENTAL

Please describe the items being plugged in (toaster, computer, lights, etc.), including voltage & wattage:

Outlets are standard household plug types. Do you require special plugs? ___YES ___NO



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2019 BENFEST FOOD VENDOR CONTRACT

This contract is between _____ (“Vendor”) and BENFEST (“Festival”)

Section 1. Grant of Space

- Upon receipt of the vendor application, signed contract, and payment, Festival may grant Vendor the right to use a designated booth in the Festival (the “Space”) on July 19th, 20th & 21st, 2019. The Festival will take place on N. Leavitt St, and Byron St., and Vendor will receive notification of official acceptance via email the week of June 24th, 2019. Refund of enclosed payment will be rewarded if application is not accepted. Final site plan, specific vendor space assignments and load-in instructions will be forwarded by Criterion Productions via email by July 8th, 2019.
- St. Benedict Parish & Preparatory School reserves the right to cancel a market vendor contract at any time for the good of the event, by its sole discretion. Any cancellations on SBPPS will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines will not be eligible for refunds.
- Cancellation made by the vendor will be refunded as follows:
 - \$50 non-refundable administration fee will be applied to any cancelled application prior to June 1, 2019
 - Cancellations made between June 1, 2019 and June 30, 2019 will forfeit 50% of total fees paid
 - Cancellations made after June 30, 2019 (including day of event) will not be entitled to a refund
 - Refunds of payments made by check or money order will be made out to the company or person payment was received from.
- BenFest does not provide guaranteed exclusivity to ANY vendor

Section 2. Law and Permits

- Vendor MUST comply with all relevant local, state, and federal laws.
- Vendor is responsible for obtaining and paying for any and all business licenses, permits, and taxes that are required for operation, including State sales taxes.
- Vendor shall provide Festival with a valid IBT# in order to sell merchandise or services at the Festival
- Festival is required by law to provide Illinois Department of Revenue a complete list of vendors participating in the Festival

Section 3. Use of Space & Vendor Conduct

- Vendor’s use of Space is non-transferable. Vendor may not allow anyone else to use the Space without the express written permission of the Festival.
- Festival offers no guarantees or warranties of any kind. Festival occurs rain or shine. No refunds will be provided based on Force Majeure circumstances. Force Majeure circumstances are: fire, flood, earthquake, severe weather, epidemic, act of God; failure or

Section 3 Continued. Use of Space & Vendor Conduct

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delays of essential services including transportation, water, heating, electric service, etc.; industrial or labor disputes, strikes, lockouts; or any lawful order, decree, ruling, regulation or act of any public authority or sovereign government, government sanctioned embargo, act of war or terrorism; civil disorder, insurrection, coup d'etat or revolution; delay or destruction caused by public carrier; or any other circumstance substantially beyond the Festival or its's agents and partners' control.

- The Space is provided "As-Is." Limited numbers of tables, chairs, tents, canopies, and electrical connections are available to rent from the Festival. Vendors requiring rented equipment or electricity must enclose the required fee and order each item upon application.
- RENTALS: Chairs & Tables will be available for pick up at a central location on Friday afternoon – and MUST be returned and checked in at the same location on Sunday evening.
 - Missing rental equipment costs will be billed to the vendor if not returned and checked in
 - Rented tents will be erected at the vendor Space
 - If ordered, an electrical outlet will be available near vendor location; vendor will be required to bring their own extension cord to plug in to outlet (may be up to 75' away from Vendor Space)
- Vendor must weigh down tents or canopies brought independently, with sandbags, water barrels, or cement weights, minimum of 50 pounds per tent or canopy leg. If tents are not weighed down properly, management may choose to remove Vendor (with no refund due to Vendor) and/or charge vendor for cost of additional weights needed (\$150 per weight needed)
- Vendor are responsible for setup/teardown of signage, tents, tables, and equipment.
- Vendor must keep their merchandise and displays within the allotted boundaries of the Space. Space will be assigned, and notification of allotted space will be given by Criterion Productions via email.
- All access routes into the courtyard and sidewalks must always be left unobstructed. Any vendor using any portion of the sidewalk will be fined \$200 per day.
- Vendors must be set up and ready for sales & operations by 4pm on Friday, 1pm on Saturday July 20th & Sunday July 21st (the official opening time of the Festival) and must vacate the Festival grounds no later than 3 hours after the closing of the Festival. Vendor MAY NOT Vacate the Festival prior to the official closing time of 10:00PM on Friday & Saturday, and 7pm on Sunday without the permission of the Festival.
- Vendors must remove all products and equipment overnight after Festival hours on Sunday (except for equipment rented from the Festival). It is at the Vendor's sole risk to leave any equipment or product belonging to the Vendor on the Festival grounds overnight and Festival cannot and will not be held responsible for any loss or damage to said product or equipment.
- Running water and lights are not provided. One Sanitation sink is required in addition to the booth space reservation. No personal or small portable generators are permitted on grounds of the event for use within your booth.
- BenFest limits the playing of recorded or live music in your booth. All music must be pre-approved by the BenFest organizers.
- It is advised that all participants have a plan for safe handling of money (i.e. the periodic removal of cash from the area and a secure method for maintaining cash on site).
- Vendor must remove their own trash and debris from the Space and properly dispose of recyclable and compostable items in containers provided by the Festival. Vendors must

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leave their Space trash free and in the same condition as was provided. Vendor will be charged \$200.00 penalty for any debris or trash left on site with photographic evidence.

- All BenFest 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 discretion of the BenFest organizers.
- All vehicles must be removed from the festival grounds 60 minutes prior to the start of the event. 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. Unless otherwise noted, parking is not provided to any vendor. All vendors will receive a confirmation email regarding load-in and load-out times prior to the festival. Each vendor must adhere to the established guidelines.
- All propane tanks must be 10 feet away from any canopy. The City of Chicago requires all propane tanks to be chained together and attached to a stationary post. Food sales can be postponed until tanks are properly secured.

Section 4. Merchandise & Prohibited Items

- Festival may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. Festival may revoke this contract if Vendor's merchandise is not consistent with its application. All menus are subject to approval by the BenFest organizers, Food vendor menus will be approved on a first come basis. Menu items may not be changed from those listed on the application.
- Food vendors are not permitted to sell beverages
- 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.
- Vendor is also prohibited from selling counterfeit items, unlicensed merchandise, guns, ammunition, alcohol, drug paraphernalia, items prohibited by Chicago, Illinois or Federal law or any merchandise that Festival considers racist, discriminatory or offensive.
- Each vendor is required to properly dispose of cooking grease. Do not dispose of grease in the street gutters.

Section 5. Indemnification & Release

- Vendor will release and will hold harmless BenFest, St. Benedict Parish & Preparatory School, Criterion Productions, The City of Chicago and the City of Chicago Department of Cultural Affairs and Special Events, their owners, officers, directors, agents and employees 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 the Festival. Vendor agrees to indemnify the Benfest, St. Benedict Parish & Preparatory School, Criterion Productions, the City of Chicago Department of Cultural Affairs and Special Events and the City of Chicago from any and all expense arising because of any such claim.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by BenFest, St. Benedict Parish and Preparatory School and/or Criterion Productions.



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Section 6. Advertising

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

Section 7. Causes for Denial of Selling Privileges & Disciplinary Actions

- 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.
- Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on the Festival premises and will be cause for denial of selling privileges.
- If Festival learns of written or verbal complaints against a Vendor showing reasonably conclusive evidence that the 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, Festival may revoke this contract or take other appropriate action.
- Festival 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 Festival. Such action may include, but is not limited to, revocation of this contract, permanent denial of selling privileges or other relief deemed necessary by Festival.
- 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.

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

Vendor Printed Name

Vendor Signature

Date



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FILL IN AND ADD UP THE FOLLOWING FEES

Vendor Space Fee	Optional Rental Equipment Fee	Optional Electric Rental Fee	City of Chicago Fee	TOTAL AMOUNT DUE
\$ +	\$ +	\$ +	\$ 75.00 =	\$.

Completed application, signed contract, and payment can be sent to:

Criterion Productions, ATTN: BenFest 2019
4753 N Broadway, Suite 800, Chicago IL 60640

Make checks payable to:

St. Benedict Parish and Preparatory School
Note in "MEMO" section: BENFEST 2019 – Food Vendor

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REQUIRED MATERIALS CHECKLIST

_____ Completed vendor application

- Must include filled out applicant information form, fee & rental equipment worksheet, and signed contract
- Submission of an application does NOT automatically guarantee acceptance into the festival. After the application deadline, an email confirmation re your acceptance will be sent out prior to the festival

_____ Payment in full for all vendor space fees, equipment and electric rentals fees

- Check or money orders accepted. Make payable to: St. Benedict Parish and Preparatory School
- Please send to: Criterion Productions,
ATTN: BenFest 2019
4753 N. Broadway, Suite 800, Chicago IL 60640
- Returned checks will be charged an additional \$20 fee.

_____ Copy of Summer Sanitation Certification

- Summer Sanitation Certification Number: _____
- **Food Vendor representative must attend a current year Summer Festival Sanitation Training class prior to the festival. Call 312.746.8030 for a schedule of Sanitation Training classes.**
- The person(s) listed on the Summer Sanitation Certificate(s) provided must always be present at the booth . Multiple certificates are recommended.

_____ Copy of Certificate of Insurance

- Food vendor MUST have general liability insurance.

_____ Copy of completed Temporary Food Vendor License Application

- Food Vendor must complete the City of Chicago's Temporary Food Vendor License Application (attached) in its entirety and enclose the completed application with original signature. *(Does not apply if Food Vendor or Food Truck obtains a 180 Day License)*

_____ Copy of current Health Department Kitchen Inspection

- Food Vendor must have current (dated no earlier than February 2019) health inspection of the kitchen listed on the City application where food is being prepared and/or prepped for the fest.

_____ Booth Site Plan

- Food vendor must supply a booth site plan for the Health Department.

_____ DBACP Account number: _____

Food Vendor must include their City of Chicago Department of Business Affairs and Consumer Protection (DBACP) Business Account Number on City's Temporary Food Vendor License Application.

If you have any questions or need more information, please contact:

Cody Spellman

vendors@criterionproductions.com

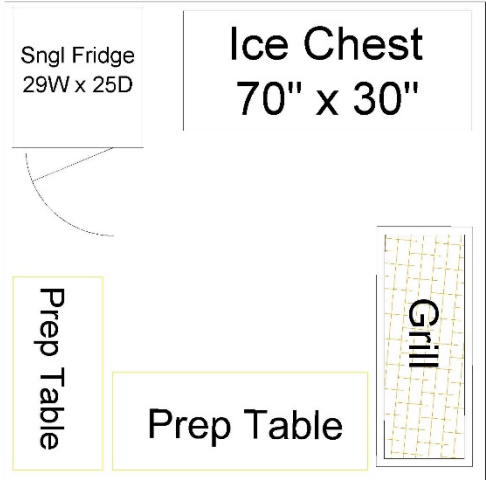
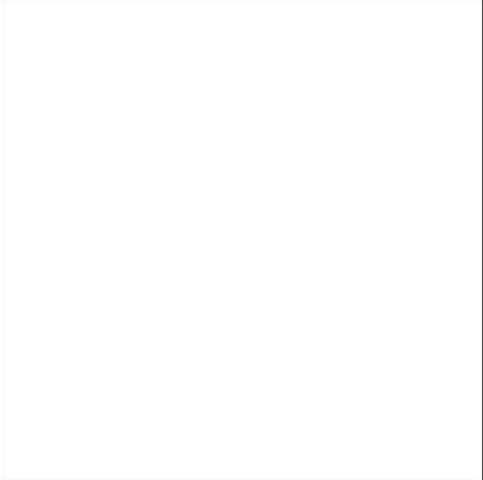
773.878.2900

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Food Vendor Booth Site Plan

Booth Layout Example	Draw Your Booth
 <p>A diagram showing a booth layout with the following items:</p> <ul style="list-style-type: none">Sngl Fridge 29W x 25DIce Chest 70" x 30"Prep Table (vertical)Prep Table (horizontal)Grill	 <p>A large empty rectangular box for drawing a custom booth layout.</p>



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.

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.

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. commercial electrical refrigerated cold storage units, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. A permit will not be issued without commercial refrigeration if there is potentially hazardous/time temperature for safety food on the menu.

Describe hand washing facilities at the food vending booth. Portable once piece self-contained 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.

NEW>> A copy of the following must be attached to each food vendor application: (1) Site Plan, showing the layout of your booth, (2) Summer Festival Food Vendor sanitation certificates(s), (3) signed affidavit, if you received permission to use a licensed kitchen and a copy of the current health inspection must be attached to each application. Must be within 6 months. If new inspection is needed, contact the Health Department at cdphfood@cityofchicago.org

SPECIAL EVENTS MENU APPROVAL REQUEST

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)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

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

Food Item 1

Food Item 2

Food Item 3

Food Item 4

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)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

Describe the method of cooking at the event: (ie, fry, bake, etc.)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

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