



2019 SUMMER DAZE FOOD VENDOR LETTER



Warrenville Park District

3S260 Warren Ave • Warrenville, Illinois 60555 • (630) 393-7279 • FAX (630) 393-7282 • www.warrenvilleparks.org

March 19, 2019

Dear Summer Daze Food Vendor,

Preparations are underway for the **42nd Annual Warrenville Summer Daze**. The Warrenville Park District is now accepting applications for food vendors. Last year's vendors will be given first priority to participate in 2019.

A couple years ago we switched our format eliminating the volunteer food tent, and now provide each volunteer a food coupon to be used at the food booth of their choice. This seemed to work very well and we plan on doing the same thing again this year providing volunteers a \$5 food voucher. Each vendor will need to provide a complete meal listing to me that you will offer for \$5 which will then be reimbursed back to the vendor after the event. This list will then be provided to all of our volunteers and they will be able to use the coupon at the food vendor of their choice. Volunteer coupons will be collected at the end of each evening.

The **2019 Warrenville Summer Daze** will once again be held at the City Hall Complex in downtown Warrenville. Summer Daze kicks off on Friday, August 2nd from 5:00 - 11:00pm and continuing Saturday, August 3rd from 12:00pm -11:00pm. Our headline bands include "**Sixteen Candles**" an 80's Dance Party Band on Friday night and "**Country Tribute Artists**" on Saturday night. We have several other bands booked throughout the weekend along with the Countryside Customs Car Show, Amusement for Kids, and Chamber of Commerce Business Booths.

Food vendors will be provided a reserved space with a 10x10 tent, access to **two 20 amp/120 volt** circuits, access to water and nearby receptacles for trash and recyclables. Please note: all fees are applied per 10x10 space, not by use of additional tents. You are required to provide your own table skirts, vending equipment, and professional signage. We ask that you please cover your cooking area with mats as not to leave grease stains on the street or sidewalks. Space is limited so a maximum of 8 vendors will be allowed.

Please fill out the enclosed agreement and return it by **May 15, 2019** to guarantee your space for 2019. **Vendors must submit a \$100 performance deposit along with respective vendor fees.** The Summer Daze Executive Committee will make the final decision on selection of food vendors and menu items. We will make every effort to accommodate requests while trying to ensure a diversity of menu items.

Food Vendors must comply with the requirements of the DuPage County Health Department, including obtaining and displaying a Permit. Permits must be applied for 2 weeks in advance. Contact the Health Department for details at (630) 682-7560. The Warrenville Park District reserves the exclusive right to sell bottled water, soft drinks, t-shirts, and alcoholic beverages.

If you have any questions, please call or email at the contact information listed below.

Sincerely,

Jordan Real, CPRP
Superintendent of Recreation
Warrenville Park District
3S260 Warren Ave
Warrenville, Illinois 60555
Office: 630.393-7279
jordanr@warrenvilleparks.org



2019 SUMMER DAZE FOOD VENDOR CONTRACT



(PLEASE PRINT)

Business: _____

Event Contact: _____ Title: _____

Address: _____ City: _____ St.: _____ Zip: _____

Bus. Phone: _____ Cell: _____ Email: _____

Event Dates: **August 2 & 3, 2019** (You will be notified by May 30, 2019 if approved and all paperwork submitted)

- Please select your preferred method of payment

Cash _____ Check _____ (Make check payable to Warrenville Park District)

VISA _____ Card No. _____ Exp. Date _____

Mastercard _____ Card No. _____ Exp. Date _____

Signature of Cardholder: _____

Vendor Space Includes: 1 tent, 1 table/chair, 4 electrical outlets, access to water & dumpster

- Please check the following requirements for vendor space:

10' x 10' space @ 700.00 Quantity _____ @ \$ _____

Performance Deposit @ \$100 Quantity _____ @ \$ _____

Additional Electric @ \$50 Quantity _____ @ \$ _____ (No 220 Volt Available)

Additional Tent @ \$100 Quantity _____ @ \$ _____

Extra Table @ \$10 each Quantity _____ @ \$ _____

Provide W9

TOTAL ENCLOSED.....\$ _____

All electrical needs MUST be described here: (You must list all electrical equipment you plan to use, including the volts, watts, and amps of each. **(Note: 220 volt power is NOT available)**)

List of equipment (I.E. cash register, warmer, lights): _____

Total amperage required: _____ (I.E. Fridge 15 amps, Roaster 15 amps, Crockpot 5 amps, Fryer 13 amps)

Grill/Vehicle/Trailer/Other to be used onsite: _____

Other special needs to be considered: _____

First priority will be given to businesses located within the City of Warrenville. The Warrenville Park District reserves the right to select vendors based on the specific needs of the event.

Applications must be returned by May 15, 2019

You will be notified of your acceptance by May 31, 2019 and invoiced for any amount due

If you have questions please contact Jordan Real at (630) 393-7279 or email at jordanr@warrenvilleparks.org



Food Vendor Articles of Agreement



1. Agreement: This contract contains all of the agreements of the parties relative to the Warrenville Summer Daze vendor space rental and no representations, promises or statements expressed or implied have been made to the vendor unless contained herein. The vendor shall operate within the assigned space and only during specific hours and shall open and close promptly. All business conducted from assigned space(s) shall comply with all applicable state and local laws. All vendors must be up to date with all City of Warrenville food and beverage taxes.

2. Description of events: The events shall be part of the annual Warrenville Summer Daze, **Friday from 5:00pm to 11:00pm and Saturday from 12:00pm to 11:00pm** to be held in downtown Warrenville, Illinois located at the intersection of Stafford Place and Warren Avenue. Warrenville Summer Daze is a rain or shine event.

3. Non-liability: Vendors are responsible for the safety, security and storage of their merchandise and equipment and must procure any necessary insurance or licenses required for such. The Warrenville Park District, City of Warrenville, and Western DuPage Chamber of Commerce are not liable for any lost, stolen or damaged goods for any reason.

4. Insurance: Vendors are required to provide the Warrenville Park District with a Certificate of Insurance encompassing the event dates for general liability coverage, in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate. The Warrenville Park District, City of Warrenville, and Western DuPage Chamber of Commerce shall be listed as "additional insured." Certificates must be submitted to the Warrenville Park District along with this signed agreement.

Insurance Company: _____ Agent: _____

Address: _____ Phone: _____

5. Vendor Provisions: All trailers, equipment and products must be on the street within the dimensions of your reserved space and not permitted on the sidewalk unless otherwise pre-approved. Vendor agrees to provide a **covered and skirted front serving table and covered back tables, grease mats for ground protection**, outdoor approved power cables, **professionally produced signage** listing company name and all items for sale with pricing (all signage must be clear and legible from a distance, **please no hand written signs**), adequate means and manpower to set-up, staff and tear-down in a timely manner, to keep the area tidy at all times and to remove or dispose of all debris at tear-down (basically leave the area as clean as originally found). If applicable, vendor must remove and correctly dispose of cooking grease/oil at their place of business in the proper containers. It is not to be disposed of in the event dumpster. Limited charcoal and wood filled grills are allowed, although vendor will be held responsible for removal of ashes. Vendors should inspect heating sources to ensure they are safe and properly connected, and will not cause a fire hazard. **A fire extinguisher must be at every vendor station.** No solid waste of any kind is to be disposed of on site or into grates in the pavement. Water may be disposed of in the street along the curb after festival close. Vending area must be neat, clean and self-contained at all times. Vendors must remove all equipment, product, vehicles and personal property from festival grounds by 11:59 PM on each event end date. Festive decorations are encouraged to enhance the celebratory nature of the events, as well as special menu items.

6. Vending Containers: STRYFOAM IS NOT ENCOURAGED! It is requested that vendors seek to dispense food and beverages in recyclable, compostable, biodegradable or "green" containers whenever possible. A mixed recyclable dumpster will be available to reduce the amounts that go to the landfill. **PLEASE HELP US BE GREEN!**

7. Signage: Professional quality signs noting your company name and listing all menu items with prices are to be provided by the vendor and are to be posted in a highly visible location.

8. Hours of Operation: All booths must be staffed and fully operational during the following hours: **Friday, August 2 - 5:00pm to 11:00pm** and **Saturday, August 3 - 12:00pm to 11:00pm.** **All deliveries during event hours shall be done in an orderly manner so as to not disrupt routine activities or be hazardous to festival patrons.** Delivery vehicles may not enter festival grounds during festival hours.

9. Set-up & Tear-down: The vendor shall abide by the Set-up time at their assigned location. **Set-up** may begin on Friday after **12:00pm** and must be adequately staffed to ensure completion and full operation prior to festival open at 5:00pm. **Tear-down** can begin at **11:00pm** and must be completed by **11:59pm.** All Set-up and Tear-down is the sole responsibility of the vendor. **Vendor area is to be left in a reasonably clean manner, with all refuse taken away or disposed of in the event dumpster, recyclables placed in the appropriate dumpster.**

NO EARLY CLOSE OR TEARDOWN IS ALLOWED!

10. Vendor Vehicles: All vehicles must be removed from festival grounds 1 hour prior to festival open each event day and will not be allowed on festival grounds until after festival closes and streets are cleared of patrons. Please park in an approved lot. For set-up you MUST unload and move your vehicle after which you can complete setting up your booth. For tear-down please pack and dismantle your booth prior to bringing your vehicle onto festival grounds for loading in order to be considerate of other vendors and to avoid congestion.

11. Items Sold: All items sold are on the contingency of approval by Summer Daze Executive Committee. Any item considered being unsafe, distasteful, or inappropriate for a family environment or not part of an existing agreement, may not be sold or shown at the festival. No alcoholic beverages of any type may be sold. **Specialty menu items presented in an upscale manner are encouraged to highlight the unique aspects of the festivals.**

Proposed Menu and Prices

Please submit a complete list of all items with full descriptions and prices you plan to offer for sale. In order to ensure sufficient variety, all items are subject to approval by the Warrenville Park District. **Attach an additional sheet if needed.**

Item	Price
_____	_____
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Please provide a complete description of all items you wish to sell. Anything not specifically listed on your application and subsequently approved in your letter of confirmation will not be permitted in your booth. We strive for variety of food offerings and will allow no more than two vendors to sell any particular item.

12. Exclusivity: In the event a major sponsor (i.e. soft drink) is obtained, we reserve the right to require all vendors to sell the sponsor's product line in lieu of any competitors products. All vendors will be given advance notice if this situation is applicable.

13. Health Permits: All food vendors must comply with DuPage County Health Department regulations and obtain the required permits and provide the Warrenville Park District with a copy of all applicable permits showing participating dates. Upon request, a statement of compliance with relevant federal, state and local regulations shall be provided to the Warrenville Park District. **A copy of Health Department Permit must be displayed in your booth.**

14. Transactions: Vendor must provide whatever means necessary to handle sales and security appropriate for a retail booth in a festival setting and is responsible for the collection and payment of any sales tax as specified by the Illinois Department of Revenue.

15. Violations of Articles of Agreement: Any violation of this Agreement will result in the non-issuance or revocation of the permit and or/immediate expulsion from the site and loss of all fees. Further, violations could result in the removal from any and all future events. A penalty of \$100.00 per occurrence will be fined if these rules and regulations are not met.

