

2018 Peotone Block Party Food Vendor Application

- Where:** Downtown Peotone on Second St.
- When:** Friday June 22nd to Saturday June 23rd
Friday 5:00pm – 10:30pm
Saturday 11:00am – 10:30pm
- Deadline:** All applications must be submitted by May 1, 2018.
- Weather:** The Block Party will not be canceled because of rain. This is an outdoor event; be prepared for any type of weather. Tents, canopies and pop-ups must be secured to withstand the weather.
- Requirements:** The exhibitor will be responsible to be open the entire time. Your booth must be neat, attractive and well- maintained. Signage with visible and clear pricing is required. You are responsible for setting up and, maintaining and removing your own booth, merchandise and trash.
- Application Checklist:** Please mail or email the following items for approval:
- Application
 - Payment
 - Food menu with pricing
 - Affirmation & Liability Release
 - Certificate of Insurance
 - Photo of your booth/any high-quality photos for our website and advertising

2018 Peotone Block Party Food Vendor Application

Business Name _____

Contact Name _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

Cell _____

Nature of goods to be sold:

Electricity: Yes _____ No _____

Please let me know the amount of space needed.

ATTACH A COPY OF YOUR CERTIFICATE OF INSURANCE NAMING PEOTONE BLOCK PARTY, PEOTONE CHAMBER OF COMMERCE & THE VILLAGE OF PEOTONE AS AN ADDITIONAL INSURED.

\$100.00 food vendor fee with a completed and signed application by May 1, 2018. There is an NSF fee of \$25.00 for all returned checks. Please make checks payable to: **Peotone Chamber of Commerce.**

Mail to:

Peotone Chamber of Commerce

P.O. Box 877

Peotone, IL 60468

Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the Peotone Block Party and the Peotone Chamber of Commerce reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. DO NOT bring items to the Block Party unless previously approved. On the day of the Block Party, our standards committee will be monitoring compliance.

I have read and understand and will abide with Peotone Block Party and the Peotone Chamber of Commerce general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Block Party is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Exhibits must remain open until closing.

Applicant Signature: _____ Date: _____

Please Print Name: _____

The above named has read and understands the general information, procedures and conditions and seeks admission as a concessionaire.

Peotone Block Party and the Peotone Chamber of Commerce reserve the right to refuse any application. Submission of this application does not guarantee a space.

PEOTONE BLOCK PARTY FOOD VENDOR APPLICATION

1. PROPOSED MENU OFFERINGS: List the items you want to sell at the festival. Please try to be as specific as possible and list projected selling prices. Any changes in menu must be submitted in advance, in writing, and approved by the committee.

2. REMINDER: No beverages or otherwise, may be sold without prior approval of the Block Party Committee. The sale of alcoholic beverages is strictly prohibited.

3. FIVE ITEM LIMIT: Please try to stay within the suggested limit. If the block party committee feels your projected selling prices are too high, we will let you know. Offerings must stick to the theme of the block party.

4. Submitting your application does not guarantee acceptance into the event. Vendors selling similar items will be limited.

1.	\$
2.	\$
3.	\$
4.	\$
5.	\$

Your menu and pricing must be clearly labeled at your booth.

BLOCK PARTY PROCEDURES, CONDITIONS & RATES

GENERAL INFORMATION

This document contains pertinent rules and regulations that govern the operations of the Peotone Block Party hosted by the Peotone Chamber of Commerce. We are extending invitations to vendors who submit fully executed applications with required enclosures and payments (see application page) by the May 1, 2018 deadline. Priorities for space will be reviewed based on date of receipt of fully executed application and type of product/item. Peotone Block Party strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun block party. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Block Party site. Regulations will be enforced

PROCEDURES

The following application and agreement must be fully completed, signed and returned with the following enclosures in order to be considered for participation:

1. Detailed list of all proposed products/items sold identifying offerings and projected pricing for those offerings.
2. **\$100.00 food vendor fee** with a completed and signed application by May 1, 2018
3. Certificate of Insurance naming Peotone Block Party, Peotone Chamber of Commerce and Village of Peotone as an additional insured.

CONDITIONS

1. All locations will be assigned by the Peotone Block Party staff.
2. Exhibitor/Concessionaire parking is provided in designated areas only. With the exception of specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by PBP staff.
3. A detailed description of products/items to be sold is required with the application before the application can be approved. All items food vendor/concessionaire wishes to sell are subject to approval by PBP staff. Any product not specified in the application will not be allowed at the Block Party, unless permission is sought and given, in writing. Items will be removed from the concession stand when asked by PBP staff during the block party if they were not approved. Failure to abide may result in not being asked back to the block party in future years.
4. Food/Concessionaire must provide a certificate of insurance to PBP by May 1, 2018.

INSURANCE VERIFICATION

Each exhibitor must provide PBP with a certificate for a minimum of \$1,000,000.

All payments and forms must be sent to PBP no later than the deadline date May 1, 2018. If there is a problem with your insurance please contact us at 708-258-9450.

1. All signs and displays must be of a professionally produced nature. Prices of items must be displayed.
2. Food/Concessionaires are required to keep a neat, presentable booth at all times. Tables should be covered. Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy.
3. It is the sole responsibility of each exhibitor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their

operation. Please note: Food vendors should expect inspection of food operations from the Will County Health Department

4. A limited number of electrical hook-up will be available (SEE Application). You can also use propane to run your booth during the day. **Generators may only be used with PBP and PCC approval.** Vendor agrees to hold Peotone Block Party, Peotone Chamber of Commerce, Village of Peotone and any officers and/or owners of the aforementioned company harmless for any damage to equipment caused by any malfunction.
5. PBP and PCC will provide day and evening security, but food/concessionaire agrees to hold above-listed organizations harmless for any injury, theft or other loss that may occur to property or person during the load-in/set-up, event, breakdown/load-out of the Festival.
6. **SALE OF ALCOHOLIC BEVERAGES WILL BE RESERVED EXCLUSIVELY FOR PCC.** PBP and PCC also reserves the right to restrict which items will be sold, to include exclusive agreements with national product lines and those who have entered an agreement with PBP and PCC to be the "official" vendor, such as: soda, beer, wine and Block Party T-shirt.
7. Food/Concessionaires are not to begin striking their display until Saturday at 10:30 p.m. Exhibits must open until event closing, even if exhibitor is sold out. Leaving early makes the block party look in disarray; and concessionaires who leave early will not be invited to participate the following year.
8. REMINDER: INSURANCE ** Please note: All vendors are required to submit proof of insurance see #4 above. Proof of this insurance must be mailed with your application to PBP and PCC no later than May 1, 2018, or vendor space will be released to vendors on our waiting list. Email to info@peotonechamber.com or mail to:

Peotone Chamber of Commerce
Attn: Block Party Committee
P.O. Box 877
Peotone, IL 60468

Security will be provided (as a courtesy) for the block party each day of the event. PEOTONE CHAMBER OF COMMERCE, PEOTONE BLOCK PARTY AND VILLAGE OF PEOTONE WILL NOT BE HELD LIABLE OR BE RESPONSIBLE FOR LOSS, THEFT OR DAMAGE.

AFFIRMATION & LIABILITY RELEASE

I, _____, hereby affirm that I have been well advised and thoroughly informed of the inherent hazards and policies of the event. I know that by participating in the 2018 Peotone Block Party, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, as a result of my participation, whether foreseen or unforeseen.

I understand and agree that Peotone Chamber of Commerce and the Village of Peotone located in Will County in the state of Illinois, their members and/or directors and officers may not be held liable in any way for any occurrence in connection with my participation in the 2018 Peotone Block Party that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event.

I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will.

It is my intention by this instrument affirmed by my signature below to exempt and release 2018 Peotone Block Party, Peotone Chamber of Commerce and the Village of Peotone their members, directors and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or in the course of my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

Company Name

Signature of Participant & Date

Print Name

APPLICATION FOR FOOD BUSINESS LICENSE FOR THE PEOTONE CHAMBER OF COMMERCE &
THE VILLAGE OF PEOTONE
P.O. Box 877
708-258-9450

// Business Renewal

// New Business Name

Business Name _____
Contact Name _____
Address _____
City _____ State _____ Zip _____
Business Phone # _____ Fax # _____
Email _____

Briefly describe what food products you sell:

Please provide the following unless you are a distributor of a national product:

Name of Sanitation License Holder	License Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Date of Last Inspection _____

Please attach copies of your sanitation license and inspection report. I understand the issuance of this license is conditional upon compliance with all Village Ordinances, State and Federal Law, and the results of any inspection required by ordinance at this time and further inspections while this license is in force, I hereby authorize the Village of Peotone and the Peotone Chamber of Commerce by its agents to make inquiries into my character credit and background, in order to approve or deny this license application. I have read the application and answered all questions full. The information I have submitted in this application is complete and truthful to the best of my knowledge.

Print Name _____
Signature _____
Title _____ Date _____

Please attach copies of your sanitation license and inspection report.