

Food Vendor Application 2018

SQUARE
ROOTS

DEADLINE: JUNE 1, 2018 (\$100 fee for late or incomplete paperwork)

Festival Dates and Operating Hours:

Friday, July 13, 5-10pm / Saturday, July 14, Noon-10pm / Sunday, July 15, Noon-9pm

Festival Location: 4400-4560 N. Lincoln Ave., Chicago

Festival Website: www.SquareRoots.org

CONTACT INFORMATION (Please type or print legibly. Form must be fully completed.)

Company _____

Event Contact _____ Email _____

Day of Contact _____ Email _____

Payee Contact _____ Email _____

Address _____ City _____ State _____ Zip _____

Website _____ Phone _____ FEIN/IDOR# _____

Are you a Lincoln Square Ravenswood Chamber Member? Yes No **Discount available to LSRC members.** Details on page 2, Fees and Commissions.

Method of Payment: Cash Check MasterCard Visa

Card Number _____ Exp. Date _____ Security Code _____

Cardholder's Name _____ Signature _____

Billing Address _____ City _____ State _____ Zip _____

BOOTH INFORMATION (Please type or print legibly.)

Menu Items _____

Need to rent tent, tables, electricity, etc.?
(Please complete Equipment Rental Form and submit with application.)
We do not provide running water or lights.

Booth will be using propane (City ordinance requires all propane tanks to be 10 feet away from any canopy.)

Booth will have music (Amplified music is NOT allowed.)

Explain: _____

(Strict limitations apply. Festival Committee must approve music in advance.)

_____ 10' x 15' spaces requested x \$400 each

(Includes City of Chicago Food Vendor License Fee and hand washing unit for your booth)

I'm interested in information about available sanitation courses

\$_____ Total Registration Fee due with application

Please make all checks payable to: Square Roots. For more information, contact Craig at Big Buzz Idea Group at 773.804.8589 or craig@bigbuzzideagroup.com. Application will not be processed and space will not be secured until payment is received. Applications and payment should be mailed to: Square Roots c/o Big Buzz Idea Group, 4055 W. Peterson Ave., Ste 105, Chicago, IL 60646

REQUIRED ITEMS FOR TEMPORARY FOOD LICENSE

City licensing and compliance with the Department of Health and Sanitation is the responsibility of each Food Vendor.

- Completed Square Roots Application
- Temporary Food Vendor Application
- Copy of Current Health Inspection (must be dated 2018)
- Certificate of Insurance Must list the City of Chicago (121 N. LaSalle St., Chicago, IL 60602) as the Certificate Holder and list the Lincoln Square Ravenswood Chamber of Commerce, Old Town School of Folk Music and Big Buzz Idea Group as Additional Insureds.
- Copy of Summer Sanitation Certificate OR
- Check here more info for an upcoming Summer Sanitation Course (Location TBD) **Must have applications in by April 17 to participate.**
- Booth Site Plan

For the safety, security and benefit of our vendors, all participants must abide by the rules and guidelines on the reverse side. Any non-compliance may result in immediate removal from the festival and further action will be taken if necessary. Please indicate by signing below that you have read and will comply with the rules and guidelines set forth.

Vendor Signature _____

Date _____

PRESENTED BY



Old Town School of Folk Music

PRODUCED BY



Big Buzz Idea Group

Food Vendor Rules and Guidelines 2018

Requirements subject to change pending any 2018 Food Vendor mandates.

Food Vendor Applications, non-refundable registration fee and all supporting documentation must be submitted by June 1, 2018. The Lincoln Square Ravenswood Chamber of Commerce (LSRCC), Old Town School of Folk Music (OTSFM) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation. **Vendors with outstanding debt to the LSRCC, OTSFM or City of Chicago will not be allowed to participate until outstanding financial obligations are rectified.**

Submission of an application does not guarantee acceptance to the event. Due to limited space at Square Roots, vendor selection will be based on menu, **completion** of paperwork and payment. The Festival Committee reserves the right to limit the number of Food Vendors in all categories (i.e. Chinese, Mediterranean, Ice Cream, etc.). Application and equipment fees will be refunded to any vendor not approved.

To qualify for LSRCC membership, restaurants must be located within a two-mile radius of the LSRCC office at 2611 W. Lawrence Ave. and the membership application must be filed by March 30, 2018.

FEES AND COMMISSIONS

- A non-refundable \$400 registration fee will reserve your 10' x 15' space. This application fee includes the City of Chicago Temporary Food Vending License Fee and a hand washing sink. Each food vendor will be required to complete a Festival Application, Temporary Food Vendor License Application (with final menu and site plan), copy of current Health Inspection (**dated 2018**), Summer Sanitation Certificate and Certificate of Insurance verifying Commercial General Liability Insurance with the **City of Chicago** as the Certificate Holder with the **Lincoln Square Ravenswood Chamber of Commerce, Old Town School of Folk Music and Big Buzz Idea Group** named as Additional Insureds. This is a rain or shine event. Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees. **A \$100 fee** will be assessed for all **late or incomplete** applications.
- **THIS IS A TICKETED EVENT. CASH SALES ARE NOT PERMITTED. Any food vendor accepting cash sales will be immediately closed down and removed from the festival.** All food prices must be in \$1 increments. LSRCC/OTSFM will receive **20% (10% for LSRCC members)** of all sales based on food tickets, and you will receive a check for **80% (90% for LSRCC members)** issued on **Thursday, July 19, between 2 and 4pm**. Tickets must be wrapped in \$100 bundles and submitted to the LSRCC office at 2611 W. Lawrence Ave., Chicago IL, 60625 by **4pm Tuesday, July 17**. Tickets submitted after July 20 will incur a 5% deduction per day. Any fines and/or outstanding fees will also be deducted from this payout. Food Vendors assume sole responsibility for their tickets. LSRCC, OTSFM and BBIG are not responsible or accountable for any lost and/or stolen tickets.
- The LSRCC/OTSFM does not withhold any taxes from Square Roots participants, and any taxes associated with Square Roots participation are the responsibility of each individual Food Vendor.

INITIAL HERE _____

MENU AND BEVERAGES

- Food Vendor menus will be approved on a first come basis. All final menus are subject to approval by the Square Roots Committee.
- All alcoholic beverages, soda and water will only be sold by the LSRCC/OTSFM. Food vendors may sell other pre-approved non-alcoholic beverages.

BOOTH REQUIREMENTS

- Vendors are responsible for setup and teardown of all signage, tents, tables and equipment. Vendors may participate in a bulk order for tents, tables and equipment. You may use only your assigned space. No drilling into the street shall be permitted.
- 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.

All vendors will receive a confirmation email regarding load-in and load-out times. **At no time can vendors block residential alleys or driveways. All vehicles must be removed from the street 60 minutes prior to the start of the event.**

- All tents, booths or canopies must be made from fire retardant material. Each food vendor must have an approved fire extinguisher (carbon dioxide or multi-purpose dry chemical — minimum of twenty pounds) in their booth. A Type K extinguisher is required for grilling.
- 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 propane tanks are properly secured.
- All Food Vendors are responsible for complying with all City of Chicago and State of Illinois guidelines for food service to the public.
- In an effort 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 \$100 per day.**
- Each vendor is required to empty garbage, recyclables and grease as necessary in the Festival-provided containers. **DO NOT dispose of grease in the street gutters.** Vendor space must be kept clean and free of debris. A Square Roots staff member will periodically monitor and then review the space for cleanliness each night with the vendor. **Any booth not properly cleaned prior to exiting the festival will have a \$200 fee withheld from final payouts.** Protective materials must be placed under fryers and grills. Any vendor who leaves equipment or supplies behind at the close of the event will incur **an additional \$300 fine (NO exceptions)**.
- Each vendor is required to empty garbage and recyclables appropriately in the Festival-provided dumpsters. Vendor space must be kept clean and free of debris. A Festival staff member will periodically monitor and review the space for cleanliness each night with the vendor. Each vendor is responsible for providing necessary trash bags and properly bagging and disposing of all garbage from your booth.
- **Sidewalks are NOT part of assigned booth spaces. Sidewalks must be left unobstructed at ALL times.** Any Food Vendor using any portion of the sidewalk **will be fined \$300 per day.**
- Running water and lights are not provided. However, hand washing sinks are provided for Food Vendors.
- Each canopy leg must be secured with at least 40 lbs. Please note that Square Roots does not have extra weights on hand for vendor use. Canopies should be lowered and secured overnight.

GENERAL

- All fest 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 Organizer's discretion.
- LSRCC, OTSFM, BBIG, employees, related festival providers and participating sponsors will NOT be responsible for any injury, loss or damage that may occur to the vendor, its employees or property prior to, during or subsequent to the period covered by the vending contract. The vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- LSRCC, OTSFM and BBIG are grateful for the support of our sponsors. All vendors are expected to work with our sponsors and follow contract specifications when applicable.
- **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 Square Roots, the Lincoln Square Ravenswood Chamber of Commerce, Old Town School of Folk Music and/or Big Buzz Idea Group.
- **Mistreatment of event staff or volunteers will not be tolerated. LSRCC, OTSFM and BBIG reserve the right to remove any individual or company from the event and ban from future Big Buzz Idea Group productions.**