

PrairieFest 2020 • Food Vendor Application



Submit Application by March 1

Completing and submitting this form does not constitute authorization to operate a food concession at PrairieFest.

Business Name _____

Contact Person _____
First Name (Middle Initial) Last Name

Driver's License # _____ **Birth Date** ____/____/____

Mailing Address _____

City _____ **State** _____ **Zip** _____

Cell Phone _____ **Email** _____

Website _____

Booth Requirements: *List exact measurements of your equipment, festival staff will build in space buffers.*

Tent: ____ feet of frontage x ____ feet of depth

Trailer or Food Truck (*tongue to bumper*): ____ feet of frontage x ____ feet of depth

My vehicle serves guests from passenger side driver side

I require hardwire installation into the festival generator (additional charge)

Would you donate the equivalent of 6 sandwiches, sides, and drinks to the fest's volunteer restroom attendants:

Yes No

Do you accept credit cards as a form of payment? Yes No

Please list all your gluten-free (G) and vegan (V) offerings. _____

Food Vendor Fees:

A \$200 deposit is due upon PrairieFest acceptance. The remaining balance will be auto-charged on April 1 and May 1. If paying by cashier's check or money order, fee must be paid in full by May 1. Changes made the day of the festival will result in an additional \$200 fee per change plus the cost of any equipment needed.

\$1300 Standard Booth (up to 20" frontage)

+\$100 Oversized Booth (over 20" frontage)

+\$100 Hardwire Required

Payment Method: Credit Card Cashier's Check /Money Order

Card Type (select) Mastercard Visa Discover Am. Ex

Card Number _____ **Expires** ____/____

Name on Card _____ **CVV** _____

About Your Food Vendor Booth



Festival Experience

List all prior outdoor special event experience with reference contact information.

Event Name	Date	Event Contact Person	Phone Number

Type of Concession and Menu Information

Please attach your festival menu to your application. If you are unable to do that, enter your items in order of your preference. You are encouraged to limit your menu items to six. All vendors may offer bottled water and pop, however the Oswegoland Park District is the sole vendor of Lemon Shake Ups.

Menu or Product Item	Price (inc. tax)	Serving Size

Electrical Requirements/Equipment Information

All cords must be suitable for 20-amp service. Generators are not allowed in the food vendor lineup as electrical service is provided by the Park District. Applications returned without this information completed will not be considered. If your trailer is equipped with air conditioning be sure to indicate that.

Equipment Description	Qty.	Watts	Amps
Gas Grill			
Charcoal Grill			
Smoker			
Fryer			
Roaster			
Warmer			
Cooler			
Freezer			
Lighting			
Stock Truck			
Other/Additional			

New Food Vendor Photos

If you are new to PrairieFest, we recommend attaching photographs that show your food, signage and booth.

Food Vendor Confirmation Checklist



Please initial each statement. I understand that:

- I will supply my own ½ inch food service approved water hose & nozzle shut-off.
- I am responsible for the setup and ongoing operational needs at my booth.
- I will be assigned a food booth space based upon my initial setup requirements.
- I will supply my own tent, if needed.
- I authorize the Oswegoland Park District to charge my credit card for the scheduled installment payments on the dates they are due:

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- \$1300 Standard Booth (up to 20" frontage)
- +\$100 Oversized Booth (over 20" frontage)
- +\$100 Hardwire Required

- I will be required to comply with the Kendall County Health Department standards.
- There will be special events serving food on the festival grounds at different times during the festival.
- I will be issued a maximum of two Food Vendor Parking Permits.
- Food Vendor Parking Permits only will be allowed entrance and parking from Wilmette Street.
- All vendor vehicles and storage trucks must be parked behind the food vendor lineup, along the fence line.
- Truck/Trailer vendors must be on site before noon on Wednesday, June 17. Tents can begin set up at 2pm on Wednesday, June 17.
- I must be set up and ready to sell by 4:00pm Thursday, and by 11:00am Friday, Saturday and Sunday.
- The Oswegoland Park District reserves the right to limit the number of vendors and types of items sold.
- I will dispose of my grease in the designated container provided, and my trash in the dumpster provided.
- I must dispose of my gray water in the container provided, and I will not dump gray water on the ground.
- Consuming alcohol inside a vendor booth and/or bringing alcoholic beverages onto the PrairieFest grounds is prohibited and grounds for immediate, un-reimbursed removal from the festival.
- Menu prices are to be prominently displayed and stay the same throughout the festival.
- I have provided electrical needs and equipment information based on my entire set-up.
- I will pay any and all appropriate taxes to the Village of Oswego.
- I have read and understand the full PrairieFest Food Vendor Guidelines.

Business Name _____

Signature _____ **Date** _____

Waiver & Release of All Claims



Please read this information carefully and be aware that in registering and participating in this event you will be waiving and releasing all claims for injuries you, your employee(s), or volunteers might sustain arising out of this event.

Participant Name _____

Business Name _____

(Acknowledgement of risk of injury clause)

"As a participant in this event, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries, including death, damages or loss which I or my employee(s) or volunteers may sustain as a result of participating in any and all activities connected with or associated with this event."

(Release from liability clause)

"I do hereby fully release and discharge the Oswegoland Park District, Oswego Community School District 308, Village of Oswego and other officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which I or my employee(s) or volunteers may have or which may accrue to me or my employee(s) or volunteers on account of my participation in this event."

(Indemnity and defense clause)

"I further agree to indemnify and hold harmless and defend the Oswegoland Park District, Oswego Community School District 308, Village of Oswego and other officers, agents, servants, and employees from any and all claims resulting from injuries, including death, damages and losses sustained by me or my employee(s) or volunteers and arising out of, connected with or in any way associated with the activities of this event."

(Waiver of claim for injury claims)

"I agree to waive and relinquish all claims I or my employee(s) or volunteers may have as a result of participating in this event against the Oswegoland Park District, Oswego Community School District 308, Village of Oswego and their officers, agents, servants and employees."

I have read and fully understand the above Waiver and Release of All Claims. I have also read and understand and will abide by the PrairieFest Rules applicable to me, receipt of which is hereby acknowledged.

Signature of Participant

Date

PrairieFest Food Vendor Guidelines



Hours of Festival Food Operation

Food vendors must be open during the following hours:

Thursday, June 18	4:00pm - 11:00pm
Friday, June 19	11:00am - 11:00pm
Saturday, June 20	11:00am - 11:00pm
Sunday, June 21	11:00am - 6:00pm

The Oswegoland Park District will assign your booth location. Truck/Trailer vendors must be on site before noon on Wednesday, June 17. Tents can begin set up at 2pm on Wednesday, June 17. Food booths must be set up and ready to be inspected by the Kendall County Health Department by 1:00pm Thursday. Electric service will begin Thursday morning. All food vendors must remain on the grounds until 6:00pm on Sunday, June 21, when the festival closes. Electricity will be shut off at 7:00pm on Sunday. If you need to electricity after the Sunday 7:00pm cutoff, a \$50 charge will apply.

Electrical Service

Electrical Service is included in your food vendor fee. Electrical service inside the booth must be #12/3 wire (not 14, 16, and 18) suited for 20-amp service and is the responsibility of the food vendor. No large coils of extension cords are allowed. No generators are allowed to run other than those provided by the Oswegoland Park District.

Kendall County Health Department

Each food vendor must obtain the required Kendall County Health Department license before sales begin. This permit must be obtained by the food vendor. Please call the Kendall County Health Department at 630.553.9100, ext. 8026 or at kendallhealth.org for more information.

Please allow at least four weeks when applying for your food permit. A food vendor that does not meet the requirements of the Kendall County Health Department will not be allowed to participate. If this occurs, payments made to the Oswegoland Park District by the vendor will be forfeited.

Insurance

Upon acceptance into PrairieFest 2020 the vendor secure a certificate of insurance naming the Oswegoland Park District, School District 308, and Village of Oswego as additional insured, and provide the Oswegoland Park District with an insurance certificate as proof of such coverage.