

PrairieFest 2023 • Food Vendor Application

Completing and submitting this form does not constitute authorization to operate a food concession at PrairieFest. **Applications are due March 1** with notifications of acceptance on March 22. PrairieFest requires Food Vendors to be open for guests during the following hours:

Thursday, June 15	4:00pm - 11:00pm
Friday, June 16	11:00am - 11:00pm
Saturday, June 17	11:00am - 11:00pm
Sunday, June 18	1:00pm - 6:00pm



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 Information: 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

If Trailer or Truck, my vehicle serves guests from: passenger side driver side

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

A \$200 deposit is due with application. The remaining balance will be auto-charged on April 11 and May 9. Changes made the day of the festival will result in an additional \$300 fee plus the cost of any equipment needed.

\$1300 Standard Booth (up to 20' frontage)
+\$100 Oversized Booth (over 20' frontage)
+\$100 Pre-Arranged Hardwire Request
+\$300 Onsite Electricity Request (Hardwire, etc)

Payment Method: **Cashier's Check /Money Order**

Credit Card (select) Mastercard Visa Discover Am. Ex

Card Number _____ Expires ____/____

Name on Card _____ CVV _____ Zip _____

2023 PrairieFest Food Vendor Electrical Needs



Business Name _____ Phone _____

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.

Vendors requiring hardwiring have alerted us through the application process. Should a food vendor require hardwiring in May or June, arrangements will need to be made right away and fees will be incurred.

Please give us accurate information so we can make your weekend successful from start to finish. The information is essential to your smooth set up. If your booth presents with different electrical needs than below, there will be an extra \$300 fee for our electrical partners to provide you with power.

QTY	Vendor Electrical Items	QTY	Vendor Electrical Items

Please mark what your cords look like:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-50 250V OLD STOVE	14-50 250V NEW STOVE RV CAMPER STANDARD	14-30 250V NEW DRYER	10-30 250V OLD DRYER	L14-30 250V NEW GENNY STANDARD	L6-30 250V OLD GENNY STANDARD	6-50 250V NEW WELDER	6-30 250V OLD WELDER	TT-30 125V RV CAMPER STANDARD	5-30 125V	L14-20 250V	L6-15 250V
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L6-20 250V STANDARD	L5-30 125V	L5-20 125V	CS816	CS826	CS836	5-15 125V STANDARD	6-15 250V OLD 220	5-20 250V OLD 220	6-20 250V OLD 220	L5-15 125V CONTRACTORS	CS636 STANDARD

FEMALE CAM LOCKS

MALE CAM LOCKS



Food Vendor Confirmation Checklist



Please initial each statement. I understand that:

- _____ I accept that the Oswegoland Park District reserves the right to limit the number of vendors and types of items sold.
- _____ Upon acceptance I will 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.
- _____ I accept that I am prohibited from selling lemonade or Lemon Shake Ups in respect to the Park District's Youth Swim fundraiser.
- _____ I will supply my own tent, ½ inch food service approved water hose, & nozzle shut-off.
- _____ I will be assigned a food booth space and location based upon my initial setup requirements.
- _____ I am responsible for the setup and ongoing operational needs at my booth.
- _____ I understand I will be provided with 20-amp service. I have provided accurate electrical & equipment information based on my entire operation.
- _____ I authorize the Oswegoland Park District to charge my credit card for the scheduled installment payments on the dates they are due:

A \$200 deposit fee is necessary for Food Vendor consideration. This will be refunded to any vendor not selected for the fest. Once accepted, the deposit is non-refundable. Half of the Booth fee will be paid on April 11, and the remainder paid on May 9.

- \$1300 Standard Booth Fee (up to 20' festival frontage)
- +\$100 Oversized Booth Fee (every 10' over the 20' festival frontage)
- +\$100 Pre-arranged Hardwire Request
- +\$300 Onsite Hardwire Request

- _____ I will have a license with the Kendall County Health Department and be ready for inspection by 1:00 Thursday, June 15. *Contact Kendall County Health Department at kendallhealth.org or 630.553.9100, ext. 8026 for detailed information. Allow at least four weeks for your food permit. Food vendors who do not meet the requirements of the Kendall County Health Department cannot participate. In this situation, vendor payments made to the Oswegoland Park District will be forfeited.*
- _____ I understand and accept Truck/Trailer vendors will be contacted by the Food Vendor team to arrange an arrival appointment time on Wednesday, June 14. Tents can begin set up at 2pm on Wednesday, June 14
- _____ I must be set up and ready to sell by 4:00pm Thursday, and by 11:00am Friday, Saturday, & Sunday.
- _____ I will be issued two Food Vendor Parking Permits for entrance and parking from Wilmette Street.
- _____ I will park all vendor vehicles and storage trucks behind the food vendor lineup, along the fence line.
- _____ 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.
- _____ I understand consuming alcohol inside or behind a vendor booth and/or bringing alcoholic beverages onto the PrairieFest grounds is prohibited.
- _____ I will prominently display Menu prices and keep them the same throughout the festival.
- _____ I understand Vendors must remain on the grounds until 6pm on Sunday, June 18 when the festival ends.
- _____ Electricity will be shut off at 7pm on Sunday. A \$50 charge will apply if my booth requires power after that.
- _____ I will pay any and all appropriate taxes to the Village of Oswego.
- _____ I will treat guests, staff, and volunteers with respect in my language and actions.
- _____ **I understand not following any of the above requirements is grounds for immediate, un-reimbursed removal from the festival.**

Business Name _____

Signature _____ Date _____

Your Vendor Food Booth



Concession and Menu Information

Please send your festival menu with your application. All vendors may offer bottled water and pop, however the Oswegoland Park District is the sole vendor of lemonade and Lemon Shake Ups.

Your Menu Offerings

	Menu Listing	Price
Value Items		
Vegan Items		
Gluten Free Items		

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

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