



FOOD VENDOR APPLICATION

FOOD VENDOR

Participate in this Family Friendly Event which has previously seen over 25,000 residents of Glen Ellyn and surrounding community.

LOCATION

Downtown Glen Ellyn Illinois
Crescent Blvd. West of Main Street

CONTACT

PHONE:
(630) 469-0907

WEBSITE:
glenellynchamber.com/taste

EMAIL:
taste@glenellynchamber.com

FOOD VENDOR CHAIRMAN:
Gary Salo



FOOD VENDOR HOURS

August 11-15

- Wednesday, August 11 1:00pm - 10:00pm
- Thursday, August 12 1:00pm – 10:00pm
- Friday, August 13 1:00pm – 10:30pm
- Saturday, August 14 11:00am – 10:30pm
- Sunday, August 15 11:00am – 8:00pm

FOOD ITEMS & BEVERAGES

One tasting item must be priced under \$4. Please list four to six additional food options and prices. (Subject to committee approval.) The committee is hoping to not have duplicate food items offered at this event.

Taste Item: _____	\$ 4.00
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____

Food/Beverage

The Glen Ellyn Chamber reserves the right for final vendor & menu selection. Vendor shall not be permitted to add or change items without the written permission of Taste of Glen Ellyn Food Vendor Chairperson. Failure to provide said list or price range in a timely manner, or violation thereof at any time, thereafter, shall be grounds, at Chairperson’s sole discretion, for barring said items or participant from the event.

Vendor Signage

NEW: The Chamber will be providing signage for all vendors. This will include your logo, taste item, menu and pricing. Submit your menu & logo no later than July 19. Any changes made after this date per vendors request an additional reprinting fee will be applied.



Food vendor shall be subject to the terms of the Application and the Agreement /Rules and Regulations as provided and as to be signed and submitted by Food Vendor.

EVENT FEES

Event Fees

(see rules and regulations for details)

Food Vendor Booth

- Chamber Member (\$1,000) \$ _____
- Non-Chamber Member (\$1,350) \$ _____
- Glen Ellyn Restaurant Discount (-100) \$ _____

Electricity

- Extra 20 amps (\$125) \$ _____

Total Due \$ _____

FOOD VENDOR APPLICATION

Deadline: Monday, July 12, 2021

Business Name _____

Contact Name _____

Phone _____

Address _____

City _____ State ____ Zip _____

Email _____

Website _____

Onsite Contact _____

Onsite Phone _____

PAYMENT

Payment must be received in full by July 12, 2021 for your application to be considered.

Payment Method

(Payable to: Glen Ellyn Chamber of Commerce)

- Credit Card Check # _____

Name on Card _____

Credit Card # _____

Expiration Date _____ CSC _____

Billing Address _____

City _____ State _____ Zip _____

Applications can be mailed to:

Glen Ellyn Chamber of Commerce

Cc: Taste of Glen Ellyn

810 N. Main Street

Glen Ellyn, IL 60137

Email to: taste@glenellynchamber.com

Subject: Food Vendor Application

Faxed to: 630.469.0426

INSURANCE

A certificate of insurance must be provided naming, the Village of Glen Ellyn and Glen Ellyn Chamber of Commerce as additionally insured. Insurance certificate deadline for all participants is Monday, July 12, 2021. See rules and regulations for details.

RULES & REGULATIONS

Event Details

- The event will be in the Glenwood/Crescent Parking Lot and will take place:
 - Wednesday, August 11 1:00pm - 10:00pm
 - Thursday, August 12 1:00pm – 10:00pm
 - Friday, August 13 1:00pm – 10:30pm
 - Saturday, August 14 11:00am – 10:30pm
 - Sunday, August 15 11:00am – 8:00pm

Participation

- Exclusivity is not guaranteed, though reasonable efforts will be made to limit any one item to two vendors.
- Revenues for vendors are not guaranteed.
- Prior to opening, each vendor must supply their food and beverage items/pricing to the Food Vendor Chairman.
- Vendor agrees to provide one taste item for no more than \$4.
- Vendor agrees to only sell what is listed and accepted in the Food Vendor Application.
- Vendors may sell pop and water ONLY and is prohibited from selling alcohol. Anyone selling alcohol will be immediately ticketed, removed from the event and forfeit entry fees and deposits.
- Bagged ice will be available for purchase on site. Please inform the Food Vendor Chairman if large quantities of ice are required during the event.
- Smoking is not permitted in or around the booth area.
- The event will remain open regardless of weather conditions (rain or shine), although operations may be suspended during severe weather.

Application

- The Food Vendor Application is to be fully completed, and a signed copy of this Agreement shall be

submitted by Vendor to the Glen Ellyn Chamber of Commerce (the "Chamber") via one of the following: mail, 810 N. Main Street, Glen Ellyn IL 60137; email, taste@glenellynchamber.com; or fax, 630-469-0426.

- Full payment must be received for consideration no later than July 12, 2021.
- If Vendor's application is denied, Vendor will be notified and receive a full refund.
- If Vendor plans to serve food of any type, Vendor must obtain a temporary food handling permit from the DuPage County Health Dept. by July 12, 2021.
- For questions or to request an application, contact the DuPage County Health Dept. at 630-682-7979 ext. 5316, www.dupagehealth.org/safefood.

Insurance

- A certificate of public liability insurance, with a minimum limit of \$2,000,000 for the Vendor must be submitted to the Chamber via mail, 810 N. Main Street, Glen Ellyn IL 60137; via fax, 630-469-04266; via email, taste@glenellynchamber.com; naming the Chamber and Village of Glen Ellyn as additional insureds.
- Insurance certificate deadline for Vendors is July 12, 2021.

Indemnification and Liability

- Vendor shall indemnify and hold harmless the Chamber and Village of Glen Ellyn and its agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from this Agreement, the event, and the Vendor, the Chamber and the Village of Glen Ellyn carrying out its terms. Such obligation shall not be construed to negate or reduce any other right or obligation of indemnity which would otherwise exist as to any such party or person. In any and all claims against the indemnified party or any of its agents or employees by any employee of Vendor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, this indemnification shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for Vendor or any employee under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. Except as expressly provided in this Agreement, the Chamber and Village of Glen Ellyn shall have no liability to Vendor, including but not limited to incidental, consequential, special, punitive, or exemplary damages, or for lost profits or interruption losses in connection with this Agreement.

Cancellations

- All cancellations by Vendor must be done in writing.
- A \$50 non-refundable administration fee will be applied to any cancelled applications.
- Vendor cancellations made after July 12, 2021. will not be entitled to a refund of the payments already made and may also be subjected to a \$300 cancellation fee.

Contract Cancellations and Force Majeure

- The Chamber and the Village of Glen Ellyn have the right to control all aspects of the event and shall not be liable for any delay or failure in performance due to causes beyond their reasonable control, including but not limited to an Act of God, natural disasters, pandemics, epidemics, widespread diseases or government actions.
- The Chamber and the Village of Glen Ellyn reserve all right to cancel this Agreement at any time for the good of the event, in their discretion.

Refunds

- Any cancellation of this Agreement by the Chamber and the Village of Glen Ellyn may result in a partial or full fee being refunded at their discretion to the Vendor, if Vendor has abided by the terms of this Agreement.
- A cancellation or suspension by the Chamber and Village of Glen Ellyn based on Vendor not abiding by the terms of this Agreement will not be eligible for a refund.
- All refund checks will be made out to the account holder listed on the initial payment, unless otherwise specified.
- Event cancellation due to inclement weather will not result in a refund.

Booth Space

- Vendor will be assigned a tented booth space approximately 10ft X 10ft and an outside cooking space of 10ft X 5ft. No trailers will be allowed.
- Vendor agrees to accept the space assigned to them by the Food Vendor Chairman, including any relocation of Vendor after a space has been assigned; and to conduct its business only within the space assigned.
- Vendor must be ready for a Health, Fire, and Electrical inspection by 12:00pm on August 11, 2021 and completely satisfy all requirements prior to being allowed to open.

Booth Signage

The Chamber will be providing signage for Vendor. All information must be submitted no later than July 12, 2021 with the Food Vendor Application.

Electrical Usage

- Electrical usage must be limited to 20 amps (1850 – 2200 watts). Use propane equipment when possible.
- There is an additional cost of \$125 to Vendor for an additional 20 amps. If additional payment is not paid, Vendor will be limited to 20 amps.
- Vendor must supply its own extension cords. They must be U.L. listed for outdoor use, 15 amp minimum capacity, 3 wire grounded and no longer than 25 ft.

Fire Safety

- A cleared three ft aisle must be left behind Vendor's tent to ensure quick evacuation if necessary.
- Vendor must secure all pressurized containers and tanks and have a fire extinguisher available. If Vendor is cooking on grills or frying, this must be an ABC rated

fire extinguisher with 60B:C rating, otherwise an ABC rated fire extinguisher with a 2A B:C rating is sufficient.

Garbage

- Each Vendor must provide garbage container and liners.
- Dumpsters will be available for garbage disposal.
- Cardboard boxes must be broken down when disposed.

Open Cooking

- Only steam tables and warming ovens will be allowed within the food booth. Tables must be protected from the heat. Any cooking done with fryers, charcoal grills, etc., must be done behind the vendor's designated booth space.
- There will be a designated time and area for grease and charcoal disposal.

Sales Tax

- It is the sole responsibility of Vendor to report and pay all applicable sales tax.

Set Up & Clean Up

- Vendors set up will be announced at a later date.
- All equipment and Vendor's property must be removed by Sunday, August 15 by 10:00pm. Vendor's area must be left clean, free of all garbage.
- Vendor will be allowed to leave equipment set up. Security will patrol the area Thursday – Saturday. There will be no security after 10:30 P.M. on Saturday night. Neither the Chamber nor the Village assumes responsibly for Vendor's equipment. Adequate property damage and theft insurance is to be provided by Vendor for its for protection.

By signing and submitting this Rules & Regulation Agreement, Exhibitor has read and agrees to all terms and requirements herein, as well as the completed Food Vendor Application, and agrees to all required payments being made and processed.

Exhibitor/Business Name: _____

Print Name: _____

Title/Owner: _____

Signature: _____

Date: _____, 2021

For Office Use Only

- | | |
|---|----------------|
| <input type="checkbox"/> Application Received | ____/____/____ |
| <input type="checkbox"/> Approved <input type="checkbox"/> Denied | |
| <input type="checkbox"/> Payment Received | ____/____/____ |
| <input type="checkbox"/> Liability Ins. Cert. Received | ____/____/____ |
| <input type="checkbox"/> Health Permit Received | ____/____/____ |
| <input type="checkbox"/> Menu Items Received | ____/____/____ |
| <input type="checkbox"/> Logo Received | ____/____/____ |