



# St. Charles Scarecrow Fest Food Vendor Application

October 6 - 8, 2017



Application Deadline: September 1

Date Received: \_\_\_\_\_  
(office use only)

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

IL Business Tax # \_\_\_\_\_ Federal Tax ID or SS #: \_\_\_\_\_

On-site Contact (if different) \_\_\_\_\_ Contact Cell \_\_\_\_\_

## Event Fees

(see terms and conditions for details)

10x10 Premium Booth (in Lincoln Park) \$1,250 X qty \_\_\_\_\_ \$ \_\_\_\_\_

10x10 Booth \$800 X qty \_\_\_\_\_ \$ \_\_\_\_\_

### Booth Includes

Tent

Bar Height Counter (if requested)

Menu Sign (10' x 20")

Processing Fee (non-refundable) \$ 15

Electricity (terms & conditions) \$180 X qty \_\_\_\_\_ \$ \_\_\_\_\_

### Equipment Rentals

Sanitation Sink \$70 X qty \_\_\_\_\_ \$ \_\_\_\_\_

Tent Light \$30 X qty \_\_\_\_\_ \$ \_\_\_\_\_

8ft Table \$20 X qty \_\_\_\_\_ \$ \_\_\_\_\_

Chair \$10 X qty \_\_\_\_\_ \$ \_\_\_\_\_

**Total Due \$** \_\_\_\_\_

## Payment Method

**Check or Money Order #** \_\_\_\_\_  
Payable to: St. Charles Scarecrow Fest

**Credit Card – 5% processing fee on all CCs**

Card # \_\_\_\_\_

Exp. \_\_\_\_\_ Sec. Code \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Applications can be mailed to:

Ravenswood Events Services  
Cc: St. Charles Scarecrow Fest  
1100 W. Cermak Rd., Suite C411  
Chicago, IL 60608

**Emailed to:** [zac@ravenswoodevents.com](mailto:zac@ravenswoodevents.com)

**Questions?** email or call 312-633-2600

By signing and submitting this application the applicant has read and agrees to all terms and conditions in the following pages of this application and agrees to all payments above being processed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**St. Charles Scarecrow Fest 2017  
Food Vendor Application**

**Menu Items – Should be listed how you wish them to appear on your menu sign**

There is a 5 item limit

	<b>Price</b>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

**Menu Signs**

All restaurants will have menu signs printed for them by the event. The image below shows how the menu signs will be formatted (design is subject to change).



Please send a .eps version of your logo to Zac Schiffman at [zac@ravenswoodevents.com](mailto:zac@ravenswoodevents.com).

**Certificate of Insurance**

CERTIFICATE OF INSURANCE INCLUDED

The “Certificate Holder” MUST read: “St. Charles Scarecrow Fest, c/o Ravenswood Event Management, 1100 W. Cermak Rd, Unit C411, Chicago, IL 60608.

The “Description” section MUST read: “For Participation in St. Charles Scarecrow Fest being held October 6-8 in St. Charles, IL”

Additionally Insured: “City of St. Charles, Greater St. Charles Convention and Visitors Bureau, St. Charles Park District, Ravenswood Events Services.”

**Kane County Health Department**

It is up to each food vendor to get all the necessary permits from the Kane County Health Department to be able to operate their booth. The Health Department will be doing on-site inspections during the festival. You may find the Temporary Food Service Application on their website at [http://kanehealth.com/fees\\_permits.htm](http://kanehealth.com/fees_permits.htm).

All food vendors are required to have a sanitation station. This station may consist of plain water, a 5 gallon container underneath to catch waste water, a hand soap dispense and ample paper towels, or a sink may be rented above through the event.

# St. Charles Scarecrow Fest 2017

## Food Vendor Application Terms and Conditions

### Event Details

- The Event will take place October 6, 7, & 8, 2017.
- The Event hours are Fri:10am-6pm\*, Sat: 10am-6pm\*, Sun: 10am-5pm.
- \*Lincoln Park will operate until 9pm on Fri & Sat
- The festival location is 99 N 4th St, St Charles, IL 60174.

### Participation

- Exclusivity is NOT guaranteed to any participant.
- The producer does not guarantee any revenues to be generated by the participant.
- This is a rain or shine event and will remain open regardless of weather conditions, although operations may be suspended during severe weather.
- The participant agrees to sell only what is listed and accepted within the application. If the participant wishes to sell other merchandise they must get written consent from the producer prior to the event.
- No merchandise may be sold with the event or St. Charles logo without prior written consent of the producer.
- No Vendor may sell alcoholic beverages

### Application Process

- Applications are to be fully filled out and submitted by the participant to Ravenswood Event Services by sending it via mail to 1100 W. Cermak Rd, Unit C411, Chicago, IL 60608 or via email to [zac@ravenswoodevents.com](mailto:zac@ravenswoodevents.com).
- Applications must be submitted with FULL PAYMENT to be considered.
- The application deadline for all participants is September 1, 2017, which means applications must be in-hand at Ravenswood Events by that date.
- If the participant needs to change their application in anyway it must be done in writing.
- All applications will be reviewed the week of September 4 and participants shall be notified if they have been accepted or rejected by September 8.
- If your application is denied you will receive a refund of the entry fee.

### IBT Number

- According to the Illinois Department of Revenue, it is suggested that each vendor, especially with a business based out of the state of Illinois, applies for and submits an Illinois Business Tax number (IBT)
- This number is different than a Social Security Number or a Federal Tax ID #. It ensures that each vendor is paying taxes on their individual sales to the State of Illinois.
- **Link to application:** [http://ienconnect.custhelp.com/app/answers/detail/a\\_id/1/~/illinois-business-tax-\(ibt\)-number](http://ienconnect.custhelp.com/app/answers/detail/a_id/1/~/illinois-business-tax-(ibt)-number)

### Payments

- Full payment must be sent with the application.
- Payments may be processed once they are received.
- No participant will be allowed on the event site without full payment being successfully processed.

- Checks and money orders made out to the St. Charles Scarecrow Fest or major credit cards are accepted
- All credit card transactions will have a 5% processing fee
- A \$35 fee will be applied for a returned check, and a returned check may result in a cancellation of the contract.

### Cancellations

- Cancellations must be done in writing.
- A \$50 non-refundable administration fee will be applied to any cancelled applications.
- Cancellations made between September 1 and September 22 will forfeit 50% of total fees paid.
- Cancellations made on or after September 22 will NOT be entitled to a refund.

### Contract Cancellations

- The producer has the right to control all aspects of the event.
- The producer reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion.
- Any cancellation by the producer will result in refunded fees to the vendor if they have followed the rules and regulation.
- A cancellation or suspension by the producer resulting from failure to meet or maintain guidelines stated within will not be eligible for refunds.

### Refund Process

- The \$15 application fee is non-refundable
- 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 or Acts of God will not result in the refunding of your fees.

### Booth Space

#### Location

- The participant will be assigned a booth space with the approximate square footage of 10 feet by 10 feet. (or 10x20, 20x20, etc based on what they were approved for)
- The location of the participant's space within the event shall be determined by sole discretion of the producer.
- The participant agrees to accept the space as designed by the producer.
- The producer reserves the right to relocate a vendor when necessary even after a space has been assigned.
- The participant agrees to conduct its business only within the space assigned by the producer.
- The producer does not guarantee a corner space or that there will be space between tents and participants should plan their booth layout accordingly.
- There will be a limited area of cooking space located behind your tent.

### Premium Space

- Premium Food Vendor spaces are located in Lincoln Park.
- Lincoln Park is the center of the festival with the entertainment stage and most of the scarecrow contest entries. It is the only area of the festival with evening hours.

### Set Up & Strike

## St. Charles Scarecrow Fest 2017 Food Vendor Application

- Each participant is responsible for setup, tear down, and clean-up of their stand. No assistance will be available on-site.
- Load-in will begin on the Thursday evening before the event for those wanting to set up early. It will continue on Friday morning. Exact times will be provided prior to the event.
- Participants will also be able to pull their cars on-site at 8am on Saturday and Sunday.
- Cars must be cleared of site 1 hour before the festival opens.
- Cars are not permitted to re-enter site until the producer gives an all clear about 30 minutes after the posted closing time.
- Vehicles are allowed to pull up to booths to unload merchandise and materials. After a car is unloaded it is to immediately be removed from site to allow other participants access to their booths.
- At strike vehicles are not to be brought on-site till merchandise and materials are ready to be loaded.
- All items left on-site after the event will be disposed of.

### *Equipment and Signage*

#### *Tents/Canopies*

- No canopy may exceed 10ft in height.
- All canopies must be **properly weighted** prior to the start of the event. Water barrels may be rented through the event and these will be set up prior to your arrival.
- All tents rented through the event will include proper weighting.
- Tent walls are not provided for tents rented through the event.

#### *Cooking Equipment*

- All food vendors are required to supply their own cooking equipment.
- If a food vendor is renting cooking equipment and they use AAA rentals mention you are with the Scarecrow Fest and the delivery fee will be waived. The event will receive your equipment and have it waiting in your booth location.
- Please be sure you follow all safety rules at all times in regards to your cooking equipment. There will be on-site inspections.

#### *Signage*

- A menu sign listing your items and prices will be provided for you and installed. You may not sell any items, besides non-specialty beverages such as a can of soda, a bottle of water, etc.
- Descriptive signage may be displayed in your booth but no signs may go above or be on the same level as the menu sign and all signage must remain in your booth.
- The producer has the right to ask you to remove any signage they decide is inappropriate or is not within the aesthetic of the festival at any time.

#### *Electricity*

- Electricity is not provided for any reason unless it is ordered ahead of time.
- Personal generators are PROHIBITED.
- If electricity is ordered a distribution box will be located near your booth made up of standard 110v outlets.
- Please share a list of what you will be using the electricity for and any specialty outlets so the event can ensure there will be enough electricity located in your area for your needs.

- If you are requesting more than 4-110v outlets worth of electricity an additional fee will be applied.
- The participant is responsible for all extension cords and power strips necessary to get the electricity from the distribution box to their booth.
- Any service disruptions and/or blackouts will not result in a rebate or refund.

### *Operations*

- The participant agrees to be open during all festival hours.
- The participant shall maintain its space in a neat, clean, and sanitary condition and shall dispose of all trash produced.
- If a booth space is left in disarray the vendor may be subject to a fine of \$100 and/or loss of vending privileges.
- Vendors MUST remain within their 10x10 booth space and may not conduct any business while wandering around the event.
- All walkways, including any behind the booth must be left unobstructed unless otherwise indicated.
- Running water is NOT provided.
- No amplified sound may be played from the booth including recorded or live music.
- Drilling in the streets is not permitted. Violators will be subject to a fine of \$200 and/or space cancellations.
- Participants are directly responsible for any violated village ordinances and fines.
- Vendors and their employees must maintain the highest degree of professionalism at all times.
- The producer reserves the right to ask a participant to cease any action they decide is not in the best interest of the event.

### *Security*

- Participants are solely responsible for all items in their booth both during the festival and things left overnight.
- While security will be on-site during the event and overnight, they are there to ensure the safety and security of the event as a whole and not individual spaces.
- The producer and the event are not responsible for any items lost, stolen, or damaged.

### *Indemnification*

- The participant shall comply with all local, federal, state, and municipal laws and ordinances.
- The Greater St. Charles Visitors Bureau, Ravenswood Events, its officers, directors, and members, related festival providers of goods and services, or any participating sponsor will NOT be held responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to, the period covered by the vending contract.
- By submitting this application, the participant further agrees to indemnify and hold harmless the Greater St. Charles Visitors Bureau, the City of St. Charles, Ravenswood Event Services, its officers, directors, and members from and against any and all claims of personal injury, loss by theft or damage whether to the participant, its agents or employees, or any third party caused in part or in whole by the participation in the event.