



Company Name: _____

Booth #: _____

APPLICATION DEADLINE: September 20, 2011

26th Annual St. Charles Scarecrow Fest

Friday October 7, 2011 & Saturday, October 8, 2011 (9am-9pm); Sunday, October 9, 2011 (9am-6pm)

GREAT TASTES OF ST. CHARLES APPLICATION

Valid for restaurants in: City of St. Charles, Village of Campton Hills, Elburn and the St. Charles and Campton Townships

Please note: There is a non-refundable \$15 application fee per application fee for applications submitted with check, cash, or money order payments. Applications submitted with credit card payments will be charged a Regonline Service Fee of \$4.75 plus 5% of your total purchase. If you have any questions regarding this please contact Amy Casaletto at acasaletto@chicagoevents.com or 773-584-6614.

Exhibitor Type: Food/Beverage (non-alcoholic)

10'x10' Space (Complimentary)

Included:
50 Amp Circuit

Temporary Food Service Permits:

In Kane County fee/cost requirements for Temporary Food Service Permits are based on the extent of the food preparation being done on-site. Please fill out the attached Temporary Food Service Permit. You will be inspected & charged your Kane County permit fee on-site during the event. If you are a Not-for-Profit organization please call 773-584-6642 for more information. In 2011 Special Events Management will be corresponding directly with the Health Department, we ask that you please call us with questions and turn the Kane County Application included in this packet over to us for review. Please do not send anything to Kane County directly.

**** All food vendors that use grease must lay #30 heavy black felt paper in each booth****

(Failure to lay out #30 felt paper at your booth will result in the immediate loss of half of your security deposit)

*Please note: Corporations, chain stores, franchises, product brands, field marketing & promotional companies, marketing agencies, public relations firms and all their respective clients (including free giveaways and sampling) are considered sponsors, and must contact Kevin Turk at 773-584-6684.

Booth Request:

(We will do our best to honor any special request, however, desired locations are not guaranteed)

CONTACT INFORMATION

Contact Name: _____ Business Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Business Phone: _____ Fax: _____

On-site Contact Phone: _____ E-mail: _____

Website: _____ FEIN/SSN/IL Business Tax #: _____

YOUR FIVE (5) MENU ITEMS WITH PRICING:

(Selling a maximum of 5 (five) items is a requirement set in place for summer vendors by SEM in accordance with the Kane County Health Department). These items are not guaranteed. The festival committee will review all menu items after which vendors will be notified of their approval and/or denial. Menu items and/or pricing may not be changed once the menu is approved.

ELECTRICITY OPTIONS:

If electricity is required, it MUST be purchased from Special Events Management (SEM). Personal generators are not acceptable.

YES, I WILL NEED ELECTRICITY

Festival Hours ONLY Overnight

NO, I WILL NOT NEED ELECTRICITY

Please list ALL appliances, including lighting and sound, which will require a power source at the above event. If the volts and amps for each appliance are not correctly listed you run the risk of not having the necessary amount of electricity on site to power your booth.

Voltage = the current: 110/120: house current; 220: Freezers, pizza ovens; 480: Heavy equipment

Amps*: 15 amps: Normal household appliances; 20 amps: Heat lamps, electric cookers; 40 amps: Deep fryer, refrigeration

*Amp rating can be found on the back of the appliance near the cord.

Appliance Type	Quantity	Voltage	Amps
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.
4.	4.	4.	4.
5.	5.	5.	5.
6.	6.	6.	6.
7.	7.	7.	7.

FEE SUMMARY & PAYMENT OPTIONS:

Additional Rental Equipment Options:

- 10'x10' Tent (\$250) Qty ___ \$ _____
- 10'x20' Tent (\$375) Qty ___ \$ _____
- Tent Sides (\$30/10' side) Qty ___ \$ _____
- 8' Table (\$25) Qty ___ \$ _____
- Chairs (\$10/chair) Qty ___ \$ _____
- 10' Counter (\$20) Qty ___ \$ _____
- Sign Poles (\$25/set) Qty ___ \$ _____

Refrigeration & Cooking Equipment

- Pedestal Fan (\$40) Qty ___ \$ _____
- Grill-Gas (\$350) *including 1 propane tank* Qty ___ \$ _____
- Propane Tanks-additional (\$95) Qty ___ \$ _____
- Grill-Charcoal (\$115) Qty ___ \$ _____
- Fryer (\$280) Qty ___ \$ _____
- Freezer Chest (\$285) 14cubic ft. Qty ___ \$ _____
- Refrigerator (\$255) single door stainless Qty ___ \$ _____

TOTAL RENTAL FEE DUE: \$ _____

PAYMENT OPTIONS

(Applications **MUST** be submitted with full payment to be considered)

Please select a payment method:

- Cash** (DO NOT MAIL. All cash transactions made at office location)
- Check or Money Order**

Make check/money order payable to: St. Charles Scarecrow Fest

Mail to: St. Charles Scarecrow Fest
c/o Special Events Management
2221 W. 43rd St.
Chicago, IL 60609

- Credit card** (you MUST fill out all the information below)



Name (on card) _____

Billing Address _____

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

Credit Card # _____

Sec Code (3 digit code on back of card) _____ **Expiration Date:** ____ / ____

QUESTIONS? Please call Amy Casaletto at 773-584-6614

TOTAL FEE CALCULATOR:

Booth Fee \$ 0

Rental Equipment Fee \$ _____

Application Processing Fee (Non-refundable)

Check/cash/money order (\$15) \$ 15.00

Credit Card Fee of \$4.75 +
5% of total amount \$ _____

TOTAL AMOUNT DUE: \$ _____

2011 REFUND PROCESS

Applications **MUST** be submitted with full payment to be considered. There are **NO EXCEPTIONS** to this rule. All payments (including security deposits) will be processed regardless of your status of acceptance into festival. Submission of an application does NOT automatically guarantee acceptance into the festival. All applications will be reviewed by the festival committee.

You will be notified of your status approximately 14 business days after submitting your application.

Refund Process:

If the event is faced with inclement weather, Acts of God and/or any situation that threatens the safety of exhibitors and patrons, Special Events Management has the authorization to cancel the event which will not result in the refunding of your fees.

1. The \$15 application fee is non-refundable.
2. A \$50 non-refundable administration fee will be applied to any cancelled application.
3. Cancellations made September 8, 2011 to September 22, 2011 will forfeit 50% of total fees paid.
4. Cancellations made on or after September 23, 2011 (including the day of event) will NOT be entitled to a refund.
5. Vendor will be charged \$30 for a returned check and cancellation of contract may result for charges submitted and returned as insufficient funds.

If due a refund, make check payable to:

- Business Name Contact Name

Rental Disclaimer

By initialing below you are acknowledging your financial responsibility for any damages to equipment items (i.e. tent, table, chair, sidewall, counter, sign pole, etc.), rented from the production company or third party supplier, inflicted by yourself or an employee in your booth.

*** I understand the disclaimer above and fully understand that I am responsible for the damages to any piece of rental equipment that are inflicted by myself or an employee in my booth or while in control of our organization/company.**

_____ (Initials)

You must initial the above disclaimer in order to move forward in the application process, regardless of whether equipment is being purchased. You will NOT be held accountable for rental equipment that you do not rent, however, we must have acknowledgment from you in the event that you add rental equipment to your application at a later time or rent an item on-site. To ensure the non-abuse of this agreement CSEM will provide a manager on site that will review each tent and piece of equipment with the rental company, if a damage is noted a picture will be taken of the equipment along with the booth number, and the vendor will then be contacted by management. As the renter it is your responsibility to inspect your tent during load-in and make management aware of any existing damages prior to the opening of the event.

I hereby acknowledge and accept all terms of this vendor application by which will be considered a legal contract between myself (Vendor) and the Event Producer (sponsoring organization and or agent thereof, SEM) and therefore accept all terms and conditions of this agreement, including all rules and regulations and understand that I am legally bound by this agreement. Vendor acknowledges that at no time will SEM negotiate fees, offer discounts or refunds. Under all circumstances unless stated in the rules and regulations, there are no refunds.

Signature: _____ Date: _____

APPLICATION CHECK-LIST

Your application will **NOT** be processed without the following information:

- Completed festival application
- Payment for space fees, other required fees, additional rentals, etc.

FOOD/BEVERAGE VENDORS:

- Temporary Food Vendor License Application-Kane County (see the attached documentation)
- Certificate of Insurance (see additional information below)
- Copy of your establishment's current (2011) Health Inspection (if you are preparing any food off-site)
(If you are preparing all food on-site you do not need to provide a health inspection)

*Please visit our web site www.chicagoevents.com for examples of these documents and relevant links

ADDITIONAL DOCUMENTS REQUIRED – Due September 20, 2011

As a Food/Beverage Vendor you are **REQUIRED** to submit additional documentation in order to be fully approved by the Kane County Health Department and receive your license for the event. ALL documents in their entirety should be received by Special Events Management no later than **September 20, 2011**.

Documents can be sent by e-mail, fax or US Mail.

E-MAIL: (acasaletto@chicagoevents.com) as an attachment

FAX: St. Charles Scarecrow Fest, Attn: Amy Casaletto, 773-523-6760

MAIL: St. Charles Scarecrow Fest, Attn: Amy Casaletto, 2221 W. 43rd St., Chicago, IL 60609

I. Kane County Temporary Food Vendor License Application

If you would like to request a copy be mailed/e-mailed/faxed please e-mail acasaletto@chicagoevents.com or call 773-584-6614.

II. Certificate of Insurance:

The below information **MUST** be included on insurance certificate:

The 'Certificate Holder' section MUST read:

"St. Charles Scarecrow Fest, c/o Special Events Management, 2221 W. 43rd St., Chicago, IL 60609

The 'Description' section MUST read:

"For participation in St. Charles Scarecrow Fest being held October 7-9, 2011 in St. Charles, IL.

Additionally insured: Kane County, City of St. Charles, St. Charles Convention and Visitors Bureau, Special Events Management."

III. Copy of 2011 Health Inspection:

If you are preparing ALL food on-site you do not need to provide a health inspection as you will be inspected by a Kane County sanitarian on site.

If you will be preparing any food off-site you will need to provide a 2011 Health Inspection for your business establishment. If you do not have a current health inspection call your local municipality's health department to schedule an inspection. The number to reach Kane County is 847-608-2850. If you do not own a physical restaurant in St. Charles, and you are preparing food off-site you must acquire and submit a commissary letter from a restaurant in the area on their letterhead and provide their 2011 Health Inspection, they must in writing give you permission to use their facility for the purpose of prepping food, washing equipment, etc.

The Kane County Health Department will inspect your booth on-site.

Copies and examples of each of these documents are available for download at www.chicagoevents.com

2011 RULES & REGULATIONS

1. **Contract Cancellation:** Special Events Management (hereinafter referred to as "SEM") reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion or by the direction of its clients. Any cancellations by management will be refunded if vendor has followed the rules and regulations. Cancellation or suspension because of lack of proper city licensing or failure to meet or maintain guidelines will not be eligible for refunds.
2. **Exclusivity:** We do not provide guaranteed exclusivity to any vendor.
4. **Booth Placement:** We reserve the right to relocate a vendor when necessary even after a space has been assigned.
5. **Water:** Running water is not provided on site by SEM. You must supply your own fresh water.
6. **Electricity:** No personal or small portable generators are permitted on grounds of the event for use within your booth. All electricity on site is portable and provided by a third party vendor designated by SEM who is licensed and insured. Any service disruptions and/or blackouts will not result in a rebate or refund of any kind.
7. **Music:** The festival limits the playing of recorded or live music in your booth. All music must be pre-approved by the Business Partners the Chamber for Uptown and SEM. All talent booking must be done solely by SEM. Unless granted permission by SEM, no live performances are allowed in your booth space.
8. **Laws:** Drilling in the street is not permitted. Violators will be subject to a fine of \$200 and/or space cancellation by Special Events Management. You are directly responsible for any city violated ordinances and fines.
9. **Set-up and Tear-down:** Each vendor is responsible for setup, take down and clean up of his/her stand. Vehicles are allowed on the street only for setup prior to the event and tear down once the festival closes. You will be notified when it is safe to bring your vehicle on the street. Unless otherwise noted, parking is not provided to any vendor. Load-in/set-up times are provided in the confirmation letter sent to you prior to the event. You must remove your vehicle immediately after unloading your merchandise. You are allotted 2 (two) hours from the closing time of the event break-down and vacate your booth space. Please bring the necessary assistance/manpower to ensure this. For every 30 minutes you exceed this time frame (event closing time), \$50.00 will be charged to your credit card.
10. **No Show Policy:** Artists or vendors who have not checked-in and/or called the Festival Emergency Number (number will be available in confirmation materials) by 2:00 PM Friday, July 15th will be considered a "no-show." No Show artists/vendors will not be eligible for refunds and assigned space(s) will be forfeited to a wait-list.
11. **Trash Disposal:** Each space must be left clean throughout the event and each night. Trash receptacles and bags will not be provided. Each vendor must provide necessary trash receptacles and bags for garbage inside the booth. Trash (in bags) will be picked up from the booths. All garbage left unbagged will be subject to a fine of a \$100 minimum loss of your security deposit, and/or space cancellation.
- Sidewalks must be left unobstructed at all times.
12. **Business Conduct:** Vendors and their employees must maintain the highest degree of professionalism in their booths and on the event grounds at all times.
13. **Indemnification:** The Business Partners Kane County and Special Events Management, employees, related festival providers of goods and services, or any participating sponsor will NOT be 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; and the vendor signing this contract expressly releases all of the foresaid from, and agrees to indemnify each of them against any and all claims from such loss, damage or injury from participation in the event.
14. **Booth Space:** Vendors must use all space that they are granted. No space may stand vacant. Only three feet of space as an entry way into your place of business is permitted.
15. **Event Hours:** Vendors must remain open during festival hours. Failure to comply with this rule will result in the loss of your security deposit.
16. **Third Party Vendors:** Re-selling booth spaces to third-party exhibitors is strictly prohibited.
17. **Tents:** All tents, booths and canopies must be weighted down with 40 lbs. secured on each leg. Special Events Management and St. Charles CVB are not liable for the damage or destruction to any temporary structures due to any act of god. Both parties are additionally not liable for any injury a person may suffer from equipment or merchandise not supplied by Special Events Management.

ADDITIONAL REQUIREMENTS FOR FOOD/BEVERAGE VENDORS:

1. **Tents:** All tents, booths or canopies used for cooking must be made from fire retardant material and must be weighted down properly. Certificate of approval by approved testing laboratory certifying fire retardant shall be required and posted within the tent on-site during the duration of the event.
2. **Security Deposit:** A cleanup deposit of \$200 is required for all food/beverage vendors. All grease, etc. must be disposed of properly - not left in the street or poured down a sewer! A staff member of Special Events Management will review the space each night with the vendor. If a vendor is not present, Special Events Management reserves the right to determine the cleanliness of the space.
3. **Propane:** The City of St. Charles requires all propane tanks to be chained together and attached to stationary material (such as a post). Special Events Management reserves the right to terminate any food sales until propane tanks are properly maintained.
4. **Fire Extinguisher:** Every vending space used for cooking must have an approved fire extinguisher. These extinguishers must be carbon dioxide or multi-purpose dry chemical, a minimum of twenty pounds.
5. **Summer Festival Food Vendor Sanitation Certificate:** A person who has completed the Summer Festival Sanitation training for the current year must be present at the booth, with their original certificate.
6. **Items for Sale:** Menu items are not allowed to be changed once the application has been filed. Per Special Events Management, only pre-approved non-alcoholic specialty drinks may be sold at the festival and will be included as one of your five menu items. Violations will result in cancellation of contract and loss of space and all fees paid.