



VENDOR APPLICATION

FOOD VENDOR

2024 WICKER PARK FEST
JULY 26 5PM-10PM & 27-28 NOON-10PM

APPLICATION DEADLINE: FRIDAY JUNE 14, 2024



APPLICANT INFORMATION

Business Name: _____

Below, please describe the food & beverage items being sold as well as the price range:

Primary Contact Name: _____

Business Street Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Telephone: _____

Primary Contact Email: _____

Website, Twitter, Facebook: _____

On-site Contact Name: _____

On-site Contact Cell Phone: _____

On-Site Contact Email: _____

Current full-year Wicker Park Bucktown Chamber Member? ☐ YES ☐ NO

* discount available to full-year chamber of commerce members (must be in good standing on event dates)

*to become a member please visit [Join now!](#) or call 773.384.2672

DBACP Account# _____



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BECOME A CHAMBER MEMBER

Get discounted vendor fees, enjoy monthly mixers, event postings on the Chamber website, ad discounts and much more! Get the full details [here](#).

VENDOR SPACE FEE

Chamber Member, 10'x10' Space	\$1,995 (\$2,150 after deadline)	x Quantity _____	= \$ _____
Non-Chamber Member, 10'x10' Space	\$3,150 (\$3,350 after deadline)	x Quantity _____	= \$ _____
Chamber Member, 10'x20' Space	\$2,205 (\$2,450 after deadline)	x Quantity _____	= \$ _____
Non-Chamber Member, 10'x20' Space	\$3,360 (\$3,550 after deadline)	x Quantity _____	= \$ _____
Additional 10' space CALL FOR PRICE	_____	x Quantity _____	= \$ _____

Total Vendor Space Fee \$ _____

*Companies that are publicly traded or have multiple offices or locations on a regional or national basis are required to participate at the sponsor level. Depending on involvement, this level includes on-site promotion, media, benefits, preferred booth placement and entrance banners. Please contact us via email at sponsors@criterion.fun with questions or inquiries.

OPTIONAL RENTAL EQUIPMENT

10'x10' Tent	\$350	x Quantity _____	= \$ _____
10'x20' Tent	\$525	x Quantity _____	= \$ _____
10' Tent Wall	\$40	x Quantity _____	= \$ _____
Chair	\$25	x Quantity _____	= \$ _____
8' Table	\$40	x Quantity _____	= \$ _____

Total Equipment Rental \$ _____

*Any other necessary equipment not rented above, including lighting, signage, etc. must be provided by vendor. Tent walls are only available for tents rented through the festival.

CORNER BOOTH

LIMITED SUPPLY! If you request a corner & we are unable to accommodate you, your corner booth fee will be refunded.

Corner upgrade for one 10'x10' space \$300 (\$450 after deadline) x Quantity _____ = \$ _____

ONSITE PARKING

Guaranteed, onsite parking!! You will receive a dash card to be displayed in your vehicle at all times. Vehicles must be clear no later than 1AM on Monday morning.

Vehicle Parking (8'x20'space) \$30 x # of days _____ x # of vehicles _____ = \$ _____

FEATURED VENDOR

The days of and leading up to the fest you can now be a featured vendor on the [festival website](#) for 24 hours and get ONE Social Media post promoting you through Wicker Park Fest social media channels (Instagram & Facebook)

Please list your Website and Facebook & Instagram handles to be linked:

How many days would you like to be featured (up to 5) \$50 x # of days _____ = \$ _____



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OPTIONAL ELECTRICAL RENTAL

Please describe the items being plugged in (toaster, computer, lights, etc.), including voltage & wattage:

Outlets are standard household plug types. Do you require special plugs? ____YES ____NO
If Yes, please describe special plugs, including voltage, wattage, NEMA code, below:

*In addition, please send a photo of any special plugs required

*NO personal generators are allowed on site. Electricity must be purchased from the event

TWO standard 120V / 20A outlets (40 amps max total): \$500 x Quantity ____ = \$ ____

Additional 120V / 20A Outlets (per outlet): \$275 x Quantity ____ = \$ ____

Special Plug fee (required for any non-household type outlets): \$150 x Quantity ____ = \$ ____

Total Electrical Rental \$_____

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FOOD VENDOR INSURANCE REQUIREMENTS

Food Vendors are required to carry all appropriate insurance and to provide Certificates of Insurance

Insurance Minimums:

Commercial General Liability:	1,000,000.00 Per occurrence 2,000,000.00 Aggregate
Auto Liability	1,000,000.00
Workman's Comp	500,000.00

Certificate Holder:

City of Chicago
Department of Business Affairs & Consumer Protection
121 N LaSalle St, 8th Floor
Chicago, IL 60602

Additionally Insured:

City of Chicago, City of Chicago Department of Business Affairs & Consumer Protection, City of Chicago Department of Cultural Affairs & Special Events, Wicker Park Fest, Wicker Park Bucktown Chamber of Commerce, Criterion Productions LLC.

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2024 WICKER PARK FEST VENDOR CONTRACT

This contract is between _____ ("Vendor")
and Wicker Park Fest ("Festival")

Section 1. *Grant of Space*

- Upon receipt of the vendor application, signed contract and payment, Festival may grant Vendor the right to use a designated booth in the Festival (the "Space") on Event Dates, 2023. The Festival will take place on Milwaukee Ave between Ashland St. & North Ave. Vendor will receive notification of official acceptance via email no later than 14 days prior to the Event. Refund of enclosed payment will be rewarded if application is not accepted. Final site plan, specific vendor space assignments and load-in instructions will be forwarded by Criterion Productions via email no later than 4 days prior to the event.
- Refund of vendor fees will ONLY be rewarded if application is not accepted or under the following tiers: 100% refunded if application is cancelled by VENDOR 60 days prior to event / 50% if application is cancelled between 59 and 30 days prior to event / 15% if application is cancelled 29 days – 15 days prior to event / No refund will be granted if application is cancelled 14 days or less from Event date.

Section 2. *Law and Permits*

- Vendor MUST comply with all relevant local, state, and federal laws and directives.
- Vendor is responsible for obtaining and paying for any and all business licenses, permits, and taxes that are required for operation, including State of Illinois sales taxes.
- Vendor shall provide Festival with a valid IBT# in order to sell merchandise or services at the Festival
- Festival is asked to provide Illinois Department of Revenue a complete list of vendors participating in the Festival

Section 3. *Use of Space & Vendor Conduct*

- Vendor's use of Space is non-transferable. Vendor may not allow anyone else to use the Space without the express written permission of the Festival
- Festival offers no guarantees or warranties of any kind. Festival occurs rain or shine. No refunds will be provided based on Force Majeure circumstances. Force Majeure circumstances are: fire, flood, earthquake, severe weather, epidemic, act of God; failure or delays of essential services including transportation, water, heating, electric service, etc.; industrial or labor disputes, strikes, lockouts; or any lawful order, decree, ruling, regulation or act of any public authority or sovereign government, government sanctioned embargo, act of war or terrorism; civil disorder, insurrection, coup d'etat or revolution; delay or destruction caused by public carrier; or any other circumstance substantially beyond the Festival or its agents' and partners' control.
- The Space is provided "As-Is." Limited numbers of tables, chairs, tents, canopies, and electrical connections are available to rent from the Festival. Vendors requiring rented equipment or electricity must enclose the required fee and order each item upon application.

Section 3. *Use of Space & Vendor Conduct (cont.)*

- RENTALS: Chairs & Tables will be available for pick up at a central location on Friday afternoon – and MUST be returned and checked in at the same location on Sunday evening.
 - Missing rental equipment costs will be billed to the vendor if not returned and checked in
 - Rented tents will be erected at the vendor Space
 - If ordered, an electrical outlet will be available near vendor location; vendor will be required to bring their own extension cord to plug in to outlet (may be up to 75' away from Vendor Space)
- Vendor must weigh down tents or canopies brought independently using sandbags, water barrels, or cement weights with a minimum of 50 pounds per tent or canopy leg. If tents are not weighed down properly, management may choose to remove Vendor (with no refund due to Vendor) and/or charge vendor for cost of additional weights needed (\$150 per weight needed)
- Vendor must keep their merchandise and displays within the allotted boundaries of the Space. Space will be assigned and notification of allotted space will be given by Criterion Productions via email.
- Vendors must be set up and ready for sales & operations by the official opening time of the Festival and must vacate the Festival grounds no later than 3 hours after the closing of the Festival. Vendor MAY NOT vacate the Festival prior to the official closing time without the express permission of the Festival
- Vendors must remove all products and equipment overnight after Festival hours on Saturday (except for equipment rented from the Festival). It is at the Vendor's sole risk to leave any equipment or product belonging to the Vendor on the Festival grounds overnight and Festival cannot and will not be held responsible for any loss or damage to said products or equipment. There will be at least one security guard patrolling the entire site overnight.
- Vendor must remove their own trash and debris from the Space and properly dispose of recyclable and compostable items in containers provided by the Festival. Vendors must leave their Space trash free and in the same condition as was provided. Vendor will be charged \$150.00 penalty for any debris or trash left on site with photographic evidence.

Section 4. *Merchandise & Prohibited Items*

- Festival may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. Festival may revoke this contract if Vendor's merchandise is not consistent with its application.
- In accordance with Illinois law, Vendor is prohibited from selling baby food, infant formula, or similar products or any pharmaceuticals, over-the-counter drugs or medical devices. Vendor may only sell cosmetics if Vendor has an identification card identifying Vendor as an authorized representative of the cosmetics manufacturer or distributor.
- Vendor is also prohibited from selling counterfeit items, unlicensed merchandise, guns, ammunition, alcohol, drug paraphernalia, items prohibited by Chicago, Illinois or Federal law or any merchandise that Festival considers racist, discriminatory or offensive.
- Vendor is prohibited from having amplified sound of any kind that can be heard outside the booth space or is deemed a nuisance by Event Management.
- The sale, dispensing, gifting, or otherwise conveying of alcohol, alcoholic beverages or alcoholic consumables, cannabis products of any kind or any substance/ product/ consumable that is considered a Controlled Substance or intoxicant to patrons of the event will be grounds for immediate termination of vending rights, forfeiture of any fees, and will result in immediate ejection from the event.



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Section 5. *Indemnification & Release*

- Vendor will release and will hold harmless the Wicker Park Fest, Wicker Park Bucktown Chamber of Commerce, Criterion Productions, The City of Chicago and the City of Chicago Department of Cultural Affairs and Special Events, their owners, officers, directors, agents, subcontractors and employees from any and all claims arising from any injuries, losses or damages (whether to person or property) caused by Vendor, Vendor's merchandise, or Vendor's participation in the Festival. Vendor agrees to indemnify the Wicker Park Fest, Wicker Park Bucktown Chamber of Commerce, Criterion Productions, the City of Chicago Department of Cultural Affairs and Special Events and the City of Chicago from any and all expense arising because of any such claim.

Section 6. *Advertising*

- Any vendor wishing to advertise must do so at its own expense. Any advertising must be approved in writing by Festival prior to publishing.

Section 7. *Causes for Denial of Selling Privileges & Disciplinary Actions*

- Any Vendor who seeks to evade payment, refuses to make payment of the proper rental and space fees or ignores the festival operational guidelines will be denied selling privileges.
- Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on the Festival premises and will be cause for denial of selling privileges.
- If Festival learns of written or verbal complaints against a Vendor showing reasonably conclusive evidence that the Vendor has practiced deception by either: (i) displaying or selling merchandise packaged to misrepresent the quality or condition of such merchandise or (ii) giving false information regarding the origin, variety, quality, condition or value of the merchandise, Festival may revoke this contract or take other appropriate action.
- Festival may take appropriate action against any Vendor who fails to comply with relevant laws (federal, state and local), this Vendor contract or other rules established by Festival. Such action may include, but is not limited to, revocation of this contract, permanent denial of selling privileges or other relief deemed necessary by Festival.

Festival may impose additional rules and regulations as it deems necessary and will notify Vendor of these additional rules. Please make a copy of this contract for your records. Signed contracts will remain at the Criterion Productions office.

Vendor Printed Name

Vendor Signature

Date



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FILL IN AND ADD UP THE FOLLOWING FEES

Vendor Space Fee	Optional Rental Equipment	Corner Upgrade Request	Optional Parking Fee	Featured Vendor Fee	Optional Electrical Rental	Chicago Merchant Fee	TOTAL AMOUNT DUE
\$ +	\$ +	\$ +	\$ +	\$ +	\$ +	\$75 =	

Completed application, signed contract, and payment can be sent to:

Criterion Productions
ATTN: Wicker Park Fest
2026 W Carroll Ave
Chicago, IL 60612

Make checks payable to:

Wicker Park Bucktown Chamber of Commerce

EXAMPLE 1025

DATE _____

PAY TO THE ORDER OF **Wicker Park Bucktown Chamber of Commerce** \$ _____

_____ DOLLARS

MEMO **WICKER PARK FEST**

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REQUIRED MATERIALS CHECKLIST

____ Completed vendor application

- Must include filled out applicant information form, fee & rental equipment worksheet, and signed contract
- Submission of an application does NOT automatically guarantee acceptance into the festival. After the application deadline, an email confirmation re your acceptance will be sent out prior to the festival

____ Payment in full for all vendor space fees, equipment and electric rentals fees

- Check or money orders accepted.
- ***Make payable to: Wicker Park Bucktown Chamber of Commerce.***
- Please send to: Criterion Productions
ATTN: WICKER PARK FEST
2026 W Carroll Ave
Chicago, IL 60612
- Returned checks will be charged an additional \$50 fee.

____ Copy of Summer Sanitation Certification

- Summer Sanitation Certification Number: _____
- **Food Vendor representative must attend a current year Summer Festival Sanitation Training class prior to the festival. Call 312.746.8030 for a schedule of Sanitation Training classes.**
- The person(s) listed on the Summer Sanitation Certificate(s) provided must be present at the booth at all times. Multiple certificates are recommended.

____ Copy of Certificate of Insurance

- Food vendor MUST have general liability insurance.

____ Copy of completed Temporary Food Vendor License Application

- Food Vendor must complete the City of Chicago's Temporary Food Vendor License Application (attached) in its entirety and enclose the completed application with original signature. *(Does not apply if Food Vendor or Food Truck obtains a 180 Day License)*

____ Copy of current Health Department Kitchen Inspection

- Food Vendor must have current (dated no earlier than March 2024) health inspection of the kitchen listed on the City application where food is being prepared and/or prepped for the fest.

____ Booth Site Plan

- Food vendor must supply a booth site plan for the Health Department.

____ DBACP Account number: _____

- Food Vendor must include their City of Chicago Department of Business Affairs and Consumer Protection (DBACP) Business Account Number on City's Temporary Food Vendor License Application.

If you have any questions or need more information, please contact:

Becca Peters vendors@criterion.fun 773-878-2900 ext 102



CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS SPECIAL EVENT PERMIT APPLICATION

SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION

FEE: 75.00 PER VENDOR. (Upon approval you will be sent a link to pay for the license on-line).

THIS APPLICATION MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

Please type or print clearly. Application will be returned if not completed in its entirety.

EVENT INFORMATION

Name of Event Wicker Park Fest Address of Event 1220-1599 N Milwaukee Ave
Date(s) Event July 26-28, 2024 Hours of Event Fri, 5pm-10pm, Sat & Sun 12pm-10pm
Event Food Coordinator Criterion Productions Phone # 773-878-2900 Email vendors@criterion.fun

VENDOR INFORMATION

Name of Food Vendor _____ Contact _____
Phone #(_____) _____ Email _____

Address of Food Vendor _____ City _____ State _____ Zip Code _____

Dept. of Business Affairs & Consumer Protection ACCOUNT # (up to 6 digits) _____

If you do not know your account # please call (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection Account #, you will need to complete Business information form on **pages 28 & 29**.

Summer Food Festival Sanitation Certificate # _____ (Please attached a copy of the certificate to this application)
(For a list of Summer Sanitation Class locations and dates click on: <https://www.chicago.gov/content/dam/city/depts/dca/Neighborhood%20Festivals/summersanprovd.pdf>)

Print Name _____ Title _____

Signature (Must be signed by an owner or officer) _____ Date: ____/____/____

List the name and address of the licensed food establishment to be used for the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a letter from the 3rd Party location owner/operator. Note: NEITHER FOOD NOR EQUIPMENT MAY BE STORED IN THE HOME.

Describe how time/temp requirements (cold foods at 41 degrees F or below, hot foods at 135 degrees F or above) are maintained during the transport of food to the event. (i.e. refrigerated cold storage containers, refrigerated truck).

List the source(s) where food items will be purchased. (Include name and address. Retain all receipts for inspection).

I understand that the holder of a current Summer Festival Food Sanitation Certificate must be present in each booth and have an original copy of the certificate at all times that food is being handled.

Check to
accept

☐

I understand that a portable, one-piece, self-contained hand sink is required at the special event booth.

Check to
accept

☐

I understand that **mechanical** refrigeration is required on-site if perishable food will be cold held at the event.

Check to
accept

☐

Date of most recent health inspection at restaurant/commissary used for initial food preparation and storage of equipment (must be dated within the prior 6 months). For restaurants/commissaries located within the City of Chicago, an inspection can be requested by emailing cdphfood@cityofchicago.org

/ /

If the restaurant / commissary is located **outside** of the City of Chicago, a copy of the most recent health inspection report must be submitted with application).

Menu Item (i.e. Italian beef, spaghetti, ice cream, French fries)	Ingredients (i.e. beef, rice, tortillas, cheese, bread)	How is it prepared <u>at</u> <u>event</u> ? (i.e. grilled, fried, no on-site prep)	Equipment Used For Prep, Cold/Hot Holding, Cooking <u>At Event Booth</u> (i.e. refrigeration, steam table, grill, freezer)	Final Internal Cooking Temp °F (<u>Not</u> oven/oil temp)
				°F
				°F
				°F
				°F
				°F
				°F
				°F

Are condiments provided for customer self-service? Yes ☐ No ☐

If yes, list them below and how they are dispensed.

All questions must be answered, or the application will be denied.

Special Event Food Booth Layout

(Required with all applications)

Show "Receiving" location. Hand draw in the shapes to represent the equipment as they will be set up at the event.

Note: Mechanical Refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown on the layout and be aware that **NO DISHWASHING is allowable on-site so this should not be done or shown on the layout.**

Restaurant Name: _____

