



26th Annual Hometown Days Festival

Friday, August 31-Sunday, September 2, 2018

Beecher Community Park, 908 Game Farm Rd. Yorkville

Food Vendor Rules and Regulations

Festival Hours:

- This year's festival takes place on Labor Day weekend beginning on Friday, August 31 and concluding Sunday, September 2, 2018.
- Festival hours are as follows: Friday August 31, from 5pm -10pm, Saturday, September 1 and Sunday, September 2 from 11am to 10pm at Beecher Community Park, 908 Game Farm Road, Yorkville. All vendors are required to stay the entire times listed above.

Application Process:

- All applications, must include payment and a certificate of liability insurance naming the United City of Yorkville (800 Game Farm Rd, Yorkville) as additionally insured.
- All applications must be received by 8/13/2018. Any payments made after August 13th, 2018 must be made via cash or money order. **Onsite payments will not be accepted.**
- Submission of an application does not guarantee acceptance into the festival. A confirmation email signifies acceptance only.

Cancellation/Refund Policy:

- Applications that are denied will receive a full refund. Refunds will not be given after Monday, August 13, 2018.
- Vendors will be charged \$35 for returned checks.
- Cancellations or suspension may occur due to lack of proper City or County licensing. Vendors/exhibitors who fail to comply with the proper guidelines will not receive a refund.
- Inclement weather or Acts of God that result in the cancellation of the event will not receive a refund of vending fees.
- The Hometown Days Festival Committee reserves the right to close down those vendors/exhibitors who do not comply with the rules and regulations of the festival. Non-compliance will result in loss of fees and deposits.

Confirmation:

- All vendors/exhibitors will receive confirmation the week of August 20 along with additional information about the festival.

Food Vendor Requirements:

- All propane tanks must be chained together and attached to a stationary material such as a post.
- **Vending space used for cooking must have an approved fire extinguisher. All extinguishers must be a carbon dioxide or multi-purpose dry chemical (minimum 20 pounds).**
- A Public Health Sanitation Certification is required.
- The Hometown Days Festival committee reserves the right to limit food vendors to avoid duplication of food items.
- The Hometown Days Festival committee reserves the right to refuse specific equipment based on space or power usage. In addition, any equipment that is not listed on the application form may not be used or stored on festival grounds before, during or after festival hours.
- Vendors are responsible for the removal of all used cooking oil from the festival grounds.

Vendor Space:

Vendor space is assigned on a first-come, first served basis but is not guaranteed as space is limited. We reserve the right to alter locations up to the day of the festival due to space constraints. The Hometown Days Festival Committee reserves the right to refuse the sale of items they deem inappropriate.

Note: All Vendor spaces include power as outlined in the Booth Fees Section of the Food Vendor Application Form. Additional electric fees apply. Please see attached pages for further details.



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Insurance and Liability:

- Vendors are required to carry their own insurance. The United City of Yorkville and its facilities assume no responsibility for the safety of the properties of the vendor, its officers, agents or employees from theft, damage by fire, accident or any other causes whatsoever.

Note: When submitting your application, you must also submit a liability insurance form naming the United City of Yorkville (800 Game Farm Rd, Yorkville, IL 60560) as additionally insured. Applications will not be accepted without a liability insurance form.

Parking:

- One vehicle is allowed to park behind each food booth. All other vehicles must park designated parking areas and enter through the main entrance.

Security:

- Security will be provided; however, the vendor should insure his exhibit against loss or damage. All property of the vendor is understood to remain in the care, custody and control of the exhibitor. The vendor agrees to maintain fire and extended coverage insurance on the contents located within the vendor booth.

Set-up and Take Down:

- Each vendor is responsible for the set-up, take down, and clean up of their vendor/exhibitor space.

Note: Set up times are from noon-4:30pm on Thursday, August 30 and from 8am-2pm Friday, August 31. All Thursday evening set ups must be completed by 4:30pm. All Friday set ups must be completed by 3 pm, No exceptions.

- All materials and supplies must be removed by noon on Monday, September 3, 2018.
- It is the responsibility of the vendor to ensure that their booth space is cleaned and void of trash.
- Drilling in the street, landscaping, and walking path areas are not allowed.
- Each vendor must provide their own supplies and trash receptacles for their own booth.
- Vendors must furnish their own display equipment within the allotted space. Displays must be neat and attractive. All display racks must be contained within the allotted space.
- Vendors must take all used oil, lard, etc. off site at the end of the three-day festival.
- Damage due to fires, hot coals, oil, lard, etc. may result in a fine or banned from future festivals.
- All tents must be portable (pop-up only) and anchored down properly
- Vendors must participate during the entire three-day event. No exceptions.
- Vendor vehicles are not allowed on festival grounds during festival hours.

Other:

- The Hometown Days Festival Committee reserves the right to relocate a vendor when necessary.
- Vendors will be allowed to add or put up any additional signs with the approval of the Hometown Days Committee
- Signs/equipment exceeding 12 feet in height are not permitted.

Please mail your Application and Payment to:

Shay Remus, Yorkville Parks and Recreation Department, 201 W. Hydraulic Ave Yorkville, IL 60560 or if you are paying by credit card and prefer to fax in your application, please fax all information to 630.553.4360 (credit card payment only). Email submissions are accepted. Please email all completed applications to Shay Remus at sremus@yorkville.il.us. All payments must be made by August 13th, 2018. Any payment made after August 13th, 2018 must be paid in cash or by money order.



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Food Vendor Application Form

Your application must be received by Monday, August 13th, 2018 in order to be considered for participation.

Application Requirements:

1. Vendor Application (Enclosed Packet)
1. Proof of insurance naming the United City of Yorkville (800 Game Farm Rd, Yorkville) as additionally insured.
2. Food permit submission to the Kendall County Health Department (Call 630-553-8026).
3. Payment (Cash, Check, Visa, Mastercard, Discover) payments submitted after August 13, 2018 must be made by cash or money order.

2018 Vendor Booth Fees:

Rate:

After: 8/13/2018

Food Booth— 12' wide by 20' deep (4 available)
Includes 2 -20 amp circuits

_____ @450=\$_____

_____ @550=\$_____

Additional food Item:

_____ @150=\$_____
(per item)

_____ @300=\$_____
(per item)

Not-For-Profit Food Booth—10' wide by 20' deep

_____ @225=\$_____

_____ @325=\$_____

Food Trailer—10' wide by 20' deep (2 available)
(includes 1 panel connection up to 60 amps and water)

_____ @800=\$_____

_____ @1,000=\$_____

Additional Power Fees:

- Electrical power is available for an additional fee as follows:
(Adapters are not allowed)

*Additional 20 amp cord drop **\$ 50**

*1-240 volt connection up to 60 amp
Limited availability—Vendor supplies cord **\$ 75**

*1-240 volt direct wire connection up to 60 amp
Limited availability—Vendor supplies cord **\$ 75**

*1-240 volt connection over 60 amp
Advanced notice required—Vendor supplies cord **\$110**

*1-240 volt direct wire connection over 60 amp
Advanced notice required—Vendor supplies cord **\$125**

- Running Water is available and included with all food vendor booths

List additional electric needs here _____

Booth Fees:\$ _____

Total Additional Electric Fees:\$ _____

Extra Item Fees:\$ _____

Total Payment:\$ _____



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Each food vendor may only sell 4 main items and 3 side items. Extra food items may be added for an additional \$150 per item fee before 8/13/2018 ; or \$300 per item after 8/13/2018. We reserve the right to approve all food items that will be sold.

The Hometown Days Festival Committee reserves the right to refuse the sale of any items based on duplication. Any participant serving food must contact the Kendall County Health Department at 630-553-8026 and apply for the appropriate Temporary Food Handling permit. Participants are required to follow all state, county and city health laws. Vending space used for cooking must have an approved fire extinguisher. All extinguishers must be a carbon based dioxide or multi-purpose dry chemical (minimum 20 pounds).

Please list all products or services you will be selling:

Main Items: 1. _____ 2. _____
3. _____ 4. _____

Side Items: 1. _____ 2. _____ 3. _____

Extra Items: 1. _____ 2. _____ 3. _____

The Hometown Days Committee reserves the right to refuse specific equipment based on space or power usage. In addition, any equipment that is not listed below may not be used or stored on festival grounds before, during or after festival hours. All vendors are responsible for supplying all the necessary equipment for operation including but not limited to tents, lights, tables, etc.

List all equipment: _____

Meal Reimbursement Program:

The Yorkville Hometown Days Committee issues meal vouchers worth \$5 per voucher to all of it's staff/ volunteers. These vouchers are redeemable for reimbursement by check if they are returned to the Yorkville Parks and Recreation Department (201 W Hydraulic Ave, Yorkville) by Friday, September 14, 2018. All vouchers must be accompanied with the business name and address. All requests for checks are issued based on the City of Yorkville's Bills List Schedule and can take up to three weeks to be processed.

Would you like to participate in the meal reimbursement program (please circle one)? **Yes** **No**

**For more information please contact:
Shay Remus
Yorkville Parks and Recreation Department
Email: sremus@yorkville.il.us
Phone: 630-553-4357**



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Food Vendor Contact Information:

Name of Business: _____ Contact Name: _____

Address: _____ City: _____ State: _____ Zip Code _____

Day Phone Number: _____ Work Phone: _____

Fax Number: _____ Cell Phone: _____

E-mail: _____ FEIN Number or IL Business tax number: _____

We the undersigned, do hereby submit this application and contract for food vendor/exhibitor space as indicated here for our use at the 26th Annual Hometown Days Festival, Friday, August 31st to Sunday, September 2nd, 2018. This application for exhibit space, the confirmation of space assignment from the United City of Yorkville, and the full payment of charges constitute a contract for the right to use the space assigned. We have read and agree to comply with the Food Vendor/Exhibitor Rules and Regulations rental terms. As a vendor in the Yorkville Hometown Days Festival we waive and relinquish all claims or losses our business or our employees may have as a result of participating in this festival against the United City of Yorkville, its officials (either elected or appointed), commissioners, officers, agents, employees, and volunteers from and against any and all claims, suits, or cause of actions including reasonable attorney's fees, sustained or caused by our business or it's employees arising out of, in connection with, or in any way associated with activities of this festival.

Signature: _____ Print Name: _____ Date: _____

Grand Total:\$ _____

Method of Payment (checks or credit card accepted): Check #: _____

Credit Card Info: Visa MasterCard Discover

Name of Card Holder: _____

Card Number: _____ - _____ - _____ - _____ Expiration Date: _____

****Please note:** Any payments made after August 13th, 2018 must be made via cash or money order.

Make checks payable to: Yorkville Recreation Department (YRD)

Return signed application, certificate of liability insurance, and full payment to:

Yorkville Parks and Recreation Department

Attn: Shay Remus

201 W Hydraulic Ave

Yorkville, IL 60560

Faxed or emailed applications are accepted

With credit card payment provided.

Fax: 630-553-4360

Email:sremus@yorkville.il.us