



2019 Food Vendor Application

\$600 Registration fee per 10' x 20' space
\$100 fee for late or incomplete paperwork

DEADLINES: Hot Dog Vendor due May 10, 2019 (Limited to 15 Vendors) Dessert Only Vendor due May 17, 2019

Festival Dates and Operating Hours: Friday, August 9 and Saturday, August 10, 11 AM–9 PM; Sunday, August 11, 11 AM–8 PM

Festival Location: Lincoln Park near Stockton and LaSalle

Festival Website: ChicagoHotDogFest.com

CONTACT INFORMATION (Please type or print legibly. Form must be fully completed.)

Company _____

Address _____ City _____ State _____ Zip _____

Phone _____ FEIN/IDOR# (Required) _____

Vendor Contact _____ Email Address (Required) _____

Payment Contact Same as Above _____ Phone _____ Email Address (Required) _____

Day-of-Event Contact (OnSite / Pre-Event Communications) Same as Above _____ Mobile Phone _____ Email Address (Required) _____

Method of Payment: Cash Check (Payable to Chicago History Museum) Credit Card

Credit Card Number _____ Expiration Date _____ Security Code _____

Credit Card Holder Name _____ Billing Address _____ Signature of Card Holder _____

BOOTH INFORMATION

 (Please type or print legibly)

Menu Items

- Need to rent tent, tables, electricity, etc.? Please complete Equipment Rental Form and submit with application. See reverse side for water and lights information.
- Booth will be using propane (City ordinance requires all propane tanks to be 10 feet away from any canopy.)

_____ 10' x 20' space(s) requested x \$600 each

\$ _____ Total Registration Fee due with application

- Booth will have music (amplified music is *not* allowed)

Explain: _____

(Strict limitations apply. Fest Committee must approve music in advance.)

Application will not be processed and space will not be secured until full payment and signed application are received. Please make all checks payable to: **Chicago History Museum.** Application and payment should be submitted to:

Big Buzz Idea Group
Attn: Chicago Hot Dog Fest
4055 W. Peterson Ave., Suite 105
Chicago, IL 60646
OR
Email: Craig@BigBuzzIdeaGroup.com

For more information, contact Craig, Big Buzz Idea Group, at (773) 804-8589 or email Craig@BigBuzzIdeaGroup.com.

REQUIRED ITEMS FOR TEMPORARY FOOD LICENSE

City licensing and compliance with the Chicago Park District and the Department of Health and Sanitation is the responsibility of each Food Vendor.

- Completed Chicago Hot Dog Fest Application
- Temporary Food Vendor Application
- Copy of Current Health Inspection (must be dated 2019)
- Certificate of Insurance verifying Commercial General Liability Insurance with Big Buzz Idea Group, Chicago History Museum, Chicago Park District and the City of Chicago listed as Additional Insureds
- Copy of Summer Sanitation Certificate
- Booth Site Plan

For the safety, security and benefit of our vendors, all participants must abide by the rules and guidelines on the reverse side. Any non-compliance may result in immediate removal from the festival and further action will be taken if necessary.

- I have read, understand and will comply with the rules and guidelines set forth. Application will NOT be processed if not checked or without signature below and initials on the reverse side.**

VENDOR SIGNATURE _____ DATE _____

HOSTED BY
Chicago History Museum

PRODUCED BY
 **Big Buzz Idea Group**

2019 Chicago Hot Dog Fest Food Vendor Application

FOOD VENDOR RULES AND GUIDELINES (Requirements subject to change pending any 2019 Food Vendor mandates.)

Food Vendor Applications, non-refundable registration fee and all supporting documentation must be submitted by **May 10, 2019 for Hot Dog Vendors (space is limited to 15 Hot Dog Vendors)** to be considered, and by **May 17, 2019, for Dessert Only Vendors**. The Chicago History Museum (CHM) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation. **Vendors with outstanding debt to City of Chicago will not be allowed to participate until outstanding financial obligations are rectified.**

Submission of application does not guarantee acceptance to the event. **Due to limited space at the festival, vendors will be selected based on menu, completion of paperwork, payment, signed application and previous participation.** Application/equipment fees will be refunded to any vendor not approved.

The Festival Committee requires all Food Vendors, except Dessert Only Food Vendors, to offer a traditional Chicago Style Hot Dog for sale for not less than \$5. All Food Vendors serving hot dogs are required to use product donated by the event's exclusive hot dog provider.

FEES AND COMMISSIONS

- A non-refundable \$600 registration fee will reserve your 10' x 20' space. The fee includes: 10' x 20' space, electricity, sanitation sink, and menu signage with sign poles, and free cases of Vienna Beef product and buns (amounts to be determined). There will be a \$5.00 premium on Natural Casing products. Food Vendors will get 5% off their wholesale price for any additional cases needed/ordered. Vendors may keep any unsold product from the free cases provided.
- Each Food Vendor will be required to complete a Chicago Hot Dog Fest Application (with final menu and site plan), copy of current Health Inspection (**dated 2019**), Summer Sanitation Certificate and Certificate of Insurance verifying Commercial General Liability Insurance with **Big Buzz Idea Group, Chicago History Museum, Chicago Park District and City of Chicago** listed as Additional Insureds. This is a rain or shine event. Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees. A **\$100 late fee** will be assessed for all **late or incomplete** applications.
- Chicago Hot Dog Fest is a ticketed event. All food prices must be in \$1 increments. **Cash sales are not permitted.** Any vendor accepting cash sales will be **immediately** closed down and removed from the festival.
- Tickets will be redeemed for a revenue split with CHM. **Forty-five percent (45%) of all Hot Dog Food Vendor sales will be paid to the Chicago History Museum, a not-for-profit and festival host. Vendors will receive an acknowledgment letter for their tax-deductible contribution. Thirty percent (30%) of all Dessert Only Food Vendors sales will be paid to the Chicago History Museum, a not-for-profit and festival host. Vendors will receive an acknowledgment letter for their tax-deductible contribution.** All Food Vendors assume sole responsibility for their tickets. The CHM and BBIG are not responsible or accountable for any lost and/or stolen tickets.
- The CHM **does not** withhold any taxes from Chicago Hot Dog Fest participants, and any taxes associated with festival participation are the responsibility of each individual Food Vendor.

INITIAL: I understand the fees due and commission paid on sales. _____

MENU AND BEVERAGES

- Food Vendor menus will be approved on a first come basis. All final menus are subject to approval by the Festival Committee.
- All alcoholic beverages will only be sold by the CHM. Food vendors may sell soda, water and other non-alcoholic beverages.
- Hot Dog Vendors receive 28 free cases of product. Vendors will be required to pre-order product. Pre-order information will be provided upon acceptance to the festival. Event producer will work with Food Vendors and Vienna Beef to coordinate orders.

BOOTH REQUIREMENTS

- Vendors are responsible for setup/teardown of signage, tents, tables and equipment. Vendors may participate in a bulk rental of equipment. You may use only your assigned space.
- Driving on park district lawn is absolutely prohibited. Vehicles must remain on paved access road at all times. **No exceptions. Violators will be fined of \$200 and/or space canceled by CHM and/or BBIG.** Vendor is solely responsible for any city violated ordinances and fines.
- Vendors will be notified when it is safe to bring vehicles into the park. Unless otherwise noted, parking is not provided to any vendor. Load-in/setup times are provided in the

confirmation letter sent to Vendors prior to the event. Vehicles must be removed immediately after unloading merchandise. Each vendor is allotted two (2) hours from the closing time of the event to break down and vacate the booth space. Please be sure to bring the necessary assistance/manpower to ensure adherence to this time frame. **For every 30 minutes exceeding the two-hour time limit, a \$50 fine will be deducted from the festival payout to the Vendor.**

- Each vendor is solely responsible for their booth's setup, take down and cleanup. Vehicles are allowed in the park only for setup prior to the event and teardown once the festival closes. Drilling in the street is not permitted.
- All tents, booths or canopies must be made from fire retardant material. Each food vendor must have an approved fire extinguisher (carbon dioxide or multi-purpose dry chemical and a minimum of twenty pounds) in their booth. Each canopy must be properly weighted down (50 lbs. attached per leg).
- All propane tanks must be 10 feet away from any canopy. The City of Chicago requires all propane tanks to be chained together and attached to a stationary post. Food sales can be postponed until propane tanks are properly secured.
- All Food Vendors are responsible for complying with all City of Chicago and State of Illinois guidelines for food service to the public.
- In an effort to protect your space and effectively maintain cleanliness of the event, any vendor not staffing their booth for the duration of the event will be required to "close their booth" using tent sides. **Vendors who do not adhere to this policy will be fined \$75 per day.**
- Each vendor is required to empty garbage, recyclables and grease as necessary in the appropriate provided containers. **DO NOT dispose of grease in the lawn, paved areas or any drainage.** Vendor space must be kept clean and free of debris. A Chicago Hot Dog Fest staff member will periodically monitor and then review the space for cleanliness with the vendor. Protective materials must be placed under fryers and grills. Any vendor who leaves equipment or supplies behind at the close of the event will incur **an additional \$200 fine (NO exceptions). Any booth not properly cleaned prior to exiting the festival will have a \$200 fee withheld from final payouts.**
- Sidewalks are NOT part of assigned booth spaces. **Sidewalks must be left unobstructed at ALL times.** Any Food Vendor using any portion of the sidewalk will be fined \$200 per day.
- Running water and lights are not provided. However, one sanitation sink will be provided for Food Vendor booths.

GENERAL

- All Chicago Hot Dog Fest participants and their employees are expected to serve as a positive representation of the community and at no time should engage in any illegal activities. Any vendor found in violation of these rules can be fined and immediately removed from the festival at the CHM's discretion.
- Mistreatment of event staff or volunteers will not be tolerated. BBIG/CHM reserves the right to remove any individual/company from the event and ban from future Big Buzz Idea Group productions.
- CHM, BBIG, employees, related festival providers and participating sponsors will NOT be responsible for any injury, loss or damage that may occur to the vendor, its employees or property prior to, during or subsequent to the period covered by the vending contract. The vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- We are grateful for the support of our sponsors. Vendors are expected to work with sponsors and follow contract specifications when applicable.
- **This event will be photographed and videotaped.** By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Chicago Hot Dog Fest, the Chicago History Museum and/or Big Buzz Idea Group.

INITIAL: I have read and will comply with the rules and guidelines. _____