

VERNON HILLS SUMMER CELEBRATION 2010  
Food Service Operator Conditions of Participation

**DATE AND TIME OF EVENT**

Thursday July 15 ~ 5 PM to 10:00 PM  
Friday July 16 ~ 5 PM to Midnight  
Saturday July 17 ~ 1 PM to Midnight  
Sunday July 18 ~ 1 PM to 10:00 PM

NOTE: The safety of people attending the event is our first concern. Food vendors will not be allowed to drive any vehicles near the food tents for delivery or removal of equipment or supplies within a ½ hour of our opening or closing times.

**FEES**

All four days – Thursday through Sunday - \$ 1,000.00  
A separate refundable check for \$ 250.00 for clean up.

**PAYMENT IN FULL DUE WITH APPLICATION**

**VENDOR SELECTION**

Festival shall have the sole and exclusive right to order the closing or cancellation of any vendor activity or any portion of thereof, should the Festival believe that the activity is not operated safely, or should the festival decide, at its discretion, that the best interests of the Festival would be served by closing the vendor's activity or any portion thereof. Vendor understands and agrees that the Festival shall have full discretion to accept or deny any application for participation in the Festival for any reason or no reason. We will award vendor space based on the overall menu balance / pricing offered, the quality of the food and presentation, the vendor's experience and or prior experience, the vendor's health department issues with selling food at these types of events and the date when we receive the application. We will do our best to give vendors their choice of menu items, but we cannot guarantee they will receive it. We do not want to have numerous vendors selling the same thing. Our goal is to have a balance and variety of high quality foods offered to the public.

**HEALTH INSURANCE APPLICATIONS**

Selected vendors will receive information about applying for a Lake County temporary health permit. It is the vendors responsibility to assure prompt return of proper paperwork including permit fees. Any delay in applications will be subject to fines from the Lake County Health Department.

Any other Health Department related questions can be directed to the Lake County Health Department at 847.377.8040

**CERTIFICATION OF INSURANCE**

Selected vendors will receive additional information and must provide a certificate of insurance. We must also receive a certificate with proof of "workmen's compensation" insurance. These will be requested when your application is accepted.

**ALL TRANSACTIONS ARE CASH**

All food transactions are cash. Each vendor is responsible for securing sufficient change. **WE ARE UNABLE TO MAKE CHANGE FOR YOU.**  
We will not be using tickets.

We sincerely hope that this year's event will be fun and profitable for each food vendor. In an effort to satisfy these aims, we ask that each of the previously mentioned conditions be adhered to. Should you have any questions or concerns with regards to these points, please bring them to our attention before the event. As once the event begins, failure to comply may result in the termination of participation without refund of your fees.

I understand and agree to the above:

Vendor Name: \_\_\_\_\_

Date \_\_\_\_\_

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

**SET UP**

Thursday, July 15 from 9 AM – 2 PM  
ALL Fees, health permits and Certificate of Insurance must be received before set up can take place. Tent locations will be assigned on the first day of the event.

**ICE REQUIREMENTS**

Bags of ice will be sold by the committee at \$ 4.00 bag. Vendors must "sign out" ice at the committee trailer. Charges for ice will be deducted from the amount due from the Committee food purchases.

**MENU ITEMS**

Only the products, which have been approved to sell will be allowed to be sold in your booth. The prices posted on opening day of the event are the prices, which must remain in effect during the entire event. Prices will be posted in an upright position so that they are readable to customers standing in line.

No food service operator will be allowed to serve or sell any beverages of any kind, with the exception of some lemonades or teas. No glass or plastic bottled beverages. All drinks will be served in plain paper or plastic cups. **NO NAME BRAND** beverage advertisement is permitted on dispensers or serving cups.

**FOOD PURCHASE BY THE COMMITTEE**

Each food vendor will keep a folder with paper of signatures and dollar amounts due for food purchases by the Committee. Only Committee members can sign out food. Committee members will be identified by their ID badges. **DO NOT LET ANYONE WITHOUT A BADGE SIGN FOR FOOD.** At the end of the event, we will audit the food bills and we will not pay for any unauthorized purchases.

**CLEAN UP**

Clean up will begin immediately after the festive is closed on Sunday, July 18 and the park is cleared of people.. No Vendor will be able to breakdown early. Removal of equipment can only begin on Sunday after the park closes. Any vendor removing equipment early is subject to loss of "clean up" deposit. ( early removal of equipment is not only dangerous to the fest patrons but does not look professional ) Please make provisions for the possibility of inclement weather.

Food vendors are responsible for cleaning the area under and in back of their occupied tent. Grease, cooking oil and waste must not be dumped on park grounds, in the toilets or in the lake. This will be monitored very closely by the Health Department and the Park District. We will provide appropriate containers for disposal of grease and cooking oils.

A trash container will be provided for the disposal of other waste products. **DO NOT** Use the trash containers on the park grounds. A roll-off container will be located on the street, near the fest entrance for food vendors.