Food Vendor Information
Channahon’s Three Rivers Festival
August 10-14, 2016
Central Park  Channahon, Illinois

Whether you represent a first time Food Vendor, or are seeking to join us again in 2016, we thank you for your interest in Channahon’s Three Rivers Festival! For over 27 years, the Festival has been a much anticipated summertime event, and we appreciate your interest in being a part of its success.

High quality/high value food and beverage items are an important part of the Festival experience. The net revenues the Festival earns from Food Vendors and other sources are all reinvested in the community, through the four sponsoring organizations (Channahon Lions Club, Channahon Youth Baseball, Chanooka Braves Tackle Football, and Channahon Fire Department) and a Community Assistance Grant Program open to not for profit agencies and local governments. Be sure to consult with your tax advisors as to the deductibility of your booth fee as a charitable contribution.

**Fees and Application materials are due as follows.**

**May 27, 2016**  Deadline to receive your application and a $350.00 deposit to secure your space at the 2016 Three Rivers Festival. The deposit will be retained by the Festival should you not participate in the Festival once applying. The deposit will be returned following the Festival upon verification that your sales space has been cleaned up. After May 27th, space will be opened to new vendors, and your participation is no longer assured.

**June 24, 2016**  Deadline to receive the balance of your fees due and a copy of your Certificate of Insurance. Vendors are required to have the Certificate name the Channahon Park District as an Additional Insured and provide the endorsement recognizing Channahon Park District as Additional Insured. See the attached Insurance Information Sheet for details on insurance requirements.

Vendor Fees can be paid by credit card. A one-time $25.00 processing fee will apply. Contact Channahon Park District Business Office at 815-467-7275.

**Food and Beverage Selections**
Food Vendors can sell any items except corn dogs, popcorn products, cotton candy or funnel cakes. We encourage you to provide at least one ‘healthy choice’ among your menu selections! Sales of beverages in glass bottles or glass containers are prohibited.

All food vendors must offer a $2 "Sample Taste Item." This item will be one of your main menu items offered as a sample.

The committee reserves the right to restrict other items prior to the event upon discussion with the vendor. Only menu items approved by the committee should be advertised at this event.
Electrical Supply
Up to three, 20 amp 120V outlets $300.00
- or -
Single phase 60 amp 208V (hard wired) $400.00
Provides two 60 amp 120V lines. If Vendor has a built in panel with 120V circuits, that is acceptable.

We do not have the capability to provide electrical power for 240V needs.
You also have the option to supply your own generator for electrical power.

Upon receipt of your deposit, an electrical application will be sent to you with more detailed questions.

Set up
Please arrange to have your Food Booth set up no earlier than 8:00 am on Tuesday August 9th, and no later than noon on Wednesday, August 10th. Vendors are required to be set up and ready to undergo a Will County Health Department inspection Wednesday afternoon prior to being able to operate.

ONLY ONE VENDOR IS ALLOWED PER SPACE; there is no subletting or sharing of a single space! The Festival Committee reserves the right to remove Vendors violating this policy without a refund of fees paid.

Clean up
Vendors are responsible for daily maintenance and clean up of their area during and after the fest. This includes grease, trash, and waste water.

Event hours
All food vendors are required be open and ready for business as follows.
Wednesday 5:00pm – 10:30pm
Thursday 5:00pm – 10:30pm
Friday 5:00pm – 11:30pm
Saturday 11:00am – 11:30pm
Sunday 12:00am – 8:00pm

Will County Health Department
Health Department staff will be on site Wednesday afternoon, August 10th to process food service permits for Vendors. Food Vendors are responsible for all fees and applications to obtain a Will County Health Department food service permit before opening. Vendors are required to register and pay applicable fees charged by the Health Department PRIOR to setting up for the Festival. The Health Department will not register Vendors or collect fees on site. A food grade hose is required by the Will County Health Department. Complete information is available from the Will County Health Department at http://www.willcountyhealth.org/en/do.jsp?id=53
Security and Safety
Channahon’s Three Rivers Festival assumes no responsibility for any losses incurred by Vendors. Vendors assume all responsibility for loss, theft, or destruction of goods. On duty police will be present 24 hours a day for the duration of the event.

Vendors are responsible for their tents, canopies, and other booth components. Use of sand bags or concrete blocks or tubes is required to suitably secure tents and canopies in the event of inclement weather. Any damage or injury your set-up, equipment, and supplies may cause to another party is your responsibility. Inspections conducted by local authorities and Festival Committee personnel do not remove this responsibility.

Severe weather or other unforeseen circumstances may require the Festival to cease operations for an appropriate period of time. No compensation or refunds will be made to Vendors should this occur.
Food Vendor Application
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Central Park  Channahon, Illinois

Return application, attachments, and fees to:
Three Rivers Festival
P.O. Box 531
Channahon, IL 60410
Email  three_rivers_fest@yahoo.com

Questions?  Please contact Karen Cimaro
815-353-7872
Monday through Friday 9am-4pm

VENDOR INFORMATION
Company Name

FEIN

Street Address

City / State / Zip Code

Contact person

Contact person phone number

Contact person email address

PLEASE INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION:
- $350 Advance Deposit to secure your space
- Complete list of food items that you plan to sell including your $2.00 Sample Item
- Diagram, with dimensions, of the area you plan to set up (Fifteen {15} foot depth maximum.)

2016 BOOTH FEE
$1,200.00 up to 24 front feet, including trailer tongue/hitch, overhangs, etc.
$1,200.00 plus $50.00 per foot over 24 feet

My space needs are for ________ front feet

2016 ELECTRIC FEE
Quantity of 24 hour circuits needed ________ Full application to follow
Up to three, 20 amp 120V circuits $300.00
- or -
Single phase 60 amp 208V (hard wired) $400.00
Provides two 60 amp 120V lines. If Vendor has a built-in panel with 120V circuits, that is acceptable.
Note: Actual electric use will be measured during the Festival. Vendors will be responsible for the amperage used.

BOOTH AND ELECTRICAL FEES TOTAL
$_____

$350 Advance Deposit due no later than May 27, 2016.
Advance Deposit will be held as a clean-up deposit, and returned following the Festival.
Booth and Electrical Fees total due by June 24, 2016. Advance Deposit is in addition to booth fees.

I have received and read the 2016 Food Vendor Information and Vendor Insurance Information.
Signed: ________________________________  Date: ________________________________
Vendor Insurance Information
Channahon’s Three Rivers Festival

All vendors are required to provide a Certificate of Insurance with their application by June 24, 2016 to complete their application process.

FOOD VENDORS
The Certificate MUST list the Channahon Park District as an Additional Insured and provide a copy of the endorsement acknowledging that the District is additional insured. Naming the Park District as the Certificate Holder is not sufficient. All Food Vendors must have a fire extinguisher.

All the insurance required of the Contractor shall state that the coverage afforded to the Additional Insured shall be primary insurance of the Additional Insured with respect to claims arising out of operations performed by or on their behalf. If the Additional Insured has other insurance or self-insured coverage which is applicable to the loss, it shall be on an excess or contingent basis.

NON FOOD VENDORS
Depending on the nature of your booth or sales, Non Food Vendors MAY be required to list the Channahon Park District as Additionally Insured.

If the Additional Insured coverage is required, all the insurance required of the Contractor shall state that the coverage afforded to the Additional Insured shall be primary insurance of the Additional Insured with respect to claims arising out of operations performed by or on their behalf. If the Additional Insured has other insurance or self-insured coverage which is applicable to the loss, it shall be on an excess or contingent basis.

Vendors are required to keep in force at all times during their participation with the 2016 Three Rivers Festival the following insurance coverage: Workers Compensation and Employers Liability Insurance; Commercial General Liability Insurance; and Automobile Insurance, in at least the type and amounts as follows:

1. Workers’ Compensation:
   a. State: Statutory
   b. Applicable Federal (e.g., Longshoremen’s): Statutory
   c. Employer’s Liability

2. Commercial General Liability:
   a. $1,000,000 General Aggregate
   b. $1,000,000 Products Completed Operations Aggregate
   c. $1,000,000 Personal and Advertising Injury
   d. $1,000,000 Each Occurrence
   e. $5,000 Medical Expense (any one person)

3. Business Automobile Liability (including owned, non-owned and hired vehicles):
   a. Bodily Injury:
      $1,000,000 Per Person
      $1,000,000 Per Accident
   b. Property Damage:
      $1,000,000 Per Occurrence
No insurance policy shall have a deductible or self-insurance retention amount in excess of $5,000 per occurrence.

All insurance shall be written on an occurrence basis rather than a claims-made basis.

Failure of the Park District to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure to identify a deficiency shall not be construed as a waiver of Vendor’s obligation to maintain such insurance.

The Vendor agrees that the obligation to provide the insurance required is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission.

Upon request, the Vendor will provide copies of any or all policies of insurance maintained in fulfillment hereof.