



## FOOD VENDOR APPLICATION

2017 Spring Festival

May 13th, 2017

12:00PM-6:00PM (set up 9:00 - 11:30AM)

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Booth/Tent/Truck Size: \_\_\_\_\_ feet wide X \_\_\_\_\_ feet deep

CARD is authorized to release my name, business name, and phone number to interested parties (circle one): YES NO

**Rate per stand: \$100**

Please return this form and your fee (checks should be made payable to CARD) to:

Jessica Jader  
Collinsville Area Recreation District  
10 Gateway Drive  
Collinsville, IL 62234

Call 618-346-7529 or email [info@collinsvillerec.com](mailto:info@collinsvillerec.com) for more information.

**Application deadline:** March 27th, 2017

- Complete application with signatures.
- Proof of Insurance with City of Collinsville and Collinsville Area Recreation District listed as additional insured.
- Necessary permits and licensing from the State of Illinois and Madison County Health Department.
- Space Deposit (\$100).

Please list menu items or attach a menu with application. (Each item is subject to approval.)

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**My signature confirms I have received and will comply with the rules and regulation. I understand that it is my sole duty to determine if I am compliant with the Madison County Health Department and my understanding that I am obligated to do so.**

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



## **RULES AND REGULATIONS**

This event was created to celebrate the parks and local community by showcasing the activities, facilities and other opportunities available to community members. By signing this application each vendor agrees to abide by the rules and regulations detailed in this document.

### **Operations:**

1. Allocation of and changes to vendor space will be at the discretion of the Event Coordinator.
2. Vendors shall supply their own facilities and signage for their space.
3. All displays and signage must be kept within the vendor's designated area.
4. Vendors set up is between 9:00AM and 11:30AM. No vehicles will be allowed in the festival area past 11:30AM besides food trucks.
5. Vendors can load in and out with multiple vehicles but only one vehicle or tent will be allowed per space.
6. Vendors must be courteous to other vendors and the public at all times. Vendors and their agents, employees and representatives must maintain a neat and clean personal appearance at all times.
7. It is the responsibility of each vendor to follow the laws of the State of Illinois and the Madison County Health Department.
8. Violations of these rules and regulations may result in the Recreation Coordinator asking the vendor to leave, forfeiting their space and fee.
9. The Event Coordinator reserves the right to refuse participation in the event to any person or group at the sole discretion of the coordinator, regardless of current or past participation.
10. Electrical service will be provided for this event. Extension cords or surge protectors are the responsibility of the vendor.
11. Amplified sound created by anyone other than designated musicians and stages will not be allowed.
12. Spaces will be assigned for all food vendors in the open field between Jaycee Field and Optimist Pavilion.
13. Vendors may only sell in the space designated by the Event Coordinator and may only sell items listed and agreed to in this contract. Any changes to the sell items must be approved by the festival organizers.
14. Vendors are responsible for compliance with all relevant city and state codes and licenses.

- 15. Vendors must supply proof of insurance showing the City of Collinsville and Collinsville Area Recreation District as additional insured.
- 16. Collinsville Area Recreation District assumes no responsibility for any financial loss, theft, or injury.
- 17. Vendors shall fully indemnify and hold harmless Collinsville Area Recreation District and the City of Collinsville from any actions, suit, claims, payment, costs or damages which may be brought against them arising from participation in CARD's Spring Festival at Woodland Park.
- 18. All vendors must post the name, address, and telephone number of the owner, operator, permittee or business. This shall be legible and clearly visible to all guests.
- 19. Each food vendor must have an approved fire extinguisher and first aid kit at their station at all times.
- 20. No alcoholic beverages may be sold or served by the food vendors.

**Fees:**

- 1. It is the responsibility of each food vendor to collect all sales tax and account for it.
- 2. Vendors are responsible for cleanup of their own debris after market closing. Trash and debris removal by management will result in a cleaning charge of \$50 to the vendor.
- 3. Deposit is non-refundable.

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

**Date:**