



Little Bear Ribfest 2024

Food Vendor Application

Application must be received by June 27, 2024
Payment due by July 28, 2024



Restaurant/Business Name _____
(as you would like it printed in marketing materials)

Owner's Name _____

Office Phone # _____ Cell Phone # _____

Mailing Address _____

City _____ State _____ Zip Code _____

E-mail Address _____

**** Please provide an e-mail address that you check regularly. Most correspondence will be via e-mail. ****

Event On-site Contact Person _____

On-site Contact Cell Phone # _____

Please read carefully, as we have specific electrical stipulations for equipment. Please list each piece of electrical equipment that you will be bringing. If it has a plug, you **MUST** include it below. We will only have enough power for all of your items provided that we know what you will need ahead of time. Electrical power that will be furnished is 120 volts. Each vendor will receive two 20-amp receptacles and an overhead light inside the 10x10 tent (included in your application fee).

***** All equipment used during the event MUST be capable of safely operating off a GFCI (ground fault circuit interruptor). Non-GFCI equipment will not be permitted. *****

Equipment Item	Amps	Watts
_____	# of amps _____	# of watts _____
_____	# of amps _____	# of watts _____
_____	# of amps _____	# of watts _____
_____	# of amps _____	# of watts _____
_____	# of amps _____	# of watts _____
_____	# of amps _____	# of watts _____
_____	# of amps _____	# of watts _____
_____	# of amps _____	# of watts _____

Should you require special electrical needs, they **MUST** be submitted with the application. Then, we can meet and discuss based on request. We will do our best to accommodate your electrical needs.



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Is your smoker/grill on a trailer? Yes No

Length of trailer, (including tongue) _____ ft

Will you be using propane?
(Vendors must supply their propane) Yes No

Will you be using charcoal? Yes No

Will you be bringing a fryer, or other item that uses cooking oil? Yes No

Will you need bags of ice?
(Ice available for purchase on-site) Yes No

Will you need access to the site on Thursday, August 15? Yes No

Would you like to rent an additional 10x10 tent from the Park District? Yes No
Fee will be \$250 and includes counters and lighting.

Menu Items

Please indicate the proposed menu items, portion size in weight, and prices for the food you would like to sell at the event. All menu items must be approved by the Vernon Hills Park District.

Item Description	Include portion size - oz or lbs	Price
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____

We will accept a limited number of rib vendors. You must send back a completed application along with payment if you would like to participate in this year's event. Make check payable to the Vernon Hills Park District. A photograph of your booth and/or proposed signage would be very helpful. Prior to the event you will receive any additional necessary information via email. Please print and fill out Health Department Application and supply correct Certificate of Insurance information which will be needed prior to set-up.



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Food Vendor Contract & Indemnity Agreement



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In consideration of my application and their permitting me to participate in the 2024 Little Bear Ribfest as a Food Vendor, I, myself, my executors, and my administrators do hereby release all rights to ever make claims on my behalf against the Vernon Hills Park District and the Village of Vernon Hills. I understand that I am responsible and have full control for my food booth and release all sponsors or officials from liability for any damage, injury, illness, or loss of property while traveling to or from or while participating in Little Bear Ribfest.

Owners Name _____

Phone _____

E-mail address _____

Fax number _____

On-site representative _____

Business Name _____

Address City _____

State _____

_____ Zip Code _____

Signature _____

Date _____



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Food Vendor Conditions of Participation

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Dates and Times of Event

Friday, Aug 166:00 pm - 11:00 pm

Saturday, Aug 17 4:00 pm - 11:00 pm

Fees

The fee for the event is \$850. This includes one 10x10 tent and overhead light. There is also a \$250 damage deposit fee. You can send one check for \$1,100, and you will receive a \$250 refund after the event (see "Clean-up" section). Make check payable to Vernon Hills Park District. If you would like to rent an additional 10x10 tent for \$250, please include this fee with your payment

Vendor Selection

Festival shall have the sole and exclusive right to order the closing or cancellation of any vendor's activity or any portion of thereof, should the Festival believe that the activity is not operated safely, or should the Festival decide, at it's 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. We will award vendor space based on the overall menu balance & pricing offered, the quality of the food and presentation, the vendor's health department issues with selling food at these types of events and the date when we receive the application.

Health Department Application

Selected vendors must apply for a Lake County temporary health permit. It is the vendor's responsibility to assure prompt return of paperwork, including permit fees. Any delay in applications will be subject to fines from the Lake County Health Department. Any other questions can be directed to the Lake County Health Department at 847.377.8040.

Certificate of Insurance

Selected vendors must provide a certificate of insurance naming the Vernon Hills Park District as "additionally insured." We must also receive a certificate with proof of workmen's compensation insurance.

Accepted forms of payment

While most guests will be paying with cash, it is up to each vendor whether to accept credit/debit card payments. Each vendor is responsible for setting up their own digital payment system (ipad, tablet). There is no wifi available at the event site. Vendors keep 100% of their food sales.

Set-Up

Set-up time is 10am to 2pm on Fri, Aug 18. Vendors who would like to set up on Thurs, Aug 17 must indicate so on the application. All Fees, Health Permits and Certificate of Insurance must be received before set up can take place. Tent locations will be pre-assigned at the vendor meeting.

Menu Items

Only approved products will be allowed to be sold. The prices posted on opening day 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 glass bottles will be allowed. All beverages must be pre-approved by the Ribfest organizers. Prior to the event date, there will be a food vendor meeting to go over menu details. All vendors will charge the same amount for full slabs, half slabs, and taste portions. Final prices will be determined at the pre-event vendor meeting. No Desserts.

Go Green at Ribfest

The Park District is committed to lessening the environmental impact of this event. Please use the on-site recycling containers for your recyclable material. Consider using compostable plates and flatware for this event.

Clean Up

Clean up will begin immediately after the festival is closed on Sat, Aug 17 and the park is cleared of people. No vendor will be able to breakdown early. Removal of equipment can only begin after the park closes. Any vendor removing equipment early is subject to loss of their damage deposit. Early removal of equipment is not only dangerous to the festival patrons but does not look professional. Food vendors are responsible for cleaning the area under and behind their tent. Grease, cooking oil and waste must NOT be dumped anywhere on park grounds. This will be monitored closely by the Health Department and the Park District. We will provide appropriate containers for disposal of gray water. 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 entrance for food vendors.

We sincerely hope that this event will be fun and profitable for each vendor. We ask that each of the previously mentioned conditions be adhered to. Once the event begins, failure to comply may result in the termination of participation without refund of your fees.

Printed Name _____

Signature _____

Date _____