



Wine on the Fox • May 4 & 5, 2019

NEW ADDRESS: 100 Parkers Mill, Oswego, IL 60543

FOOD VENDOR APPLICATION

Event Dates: May 4 from 11:00 AM – 8:00 PM and May 5 from 12:00 PM – 6:00 PM

Submission of the application does not guarantee acceptance. Space is limited. Preference will be given to applicants whose proposed menus reflect unique and/or upscale offerings and have a minimum of two options that pair well with wine. Non-alcoholic beverages may be sold.

I. Application Information

Contact Person: _____

Business Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: Day: _____ Evening _____

Email: _____

Set-up: Tents are required to be white.

Food trucks are required to be clean with clear, visible signage for all menu items.

Circle one category and enter the dimensions required:

Tent dimensions - _____ feet of frontage (serving side) X _____ feet wide (depth)

Trailer dimensions - _____ feet of frontage (serving side) X _____ feet wide (depth)

Please indicate whether or not your trailer is required to be at your booth or preferred to be at your booth.

_____ Required _____ Preferred (Check one)

**Please mail or deliver the following items to Village of Oswego, ATTN: Julie Hoffman
100 Parkers Mill Oswego, IL 60543. Deadline: March 21, 2019 at 5:00 PM with payment.**

- Full amount of non-refundable fee of **\$250.00 (Payable to the Village of Oswego)**
- Proof of payment for Temporary Food Booth Permit from the Kendall County Health Department
- Certificate of insurance listing the Village of Oswego as additionally insured. *See below.
- Set-up diagram designating locations of grills, sinks, trucks, serving counters, etc.

Wine on the Fox takes place on **Saturday, May 4 from 11 a.m. – 8 p.m. and Sunday, May 5 from Noon – 6 p.m.** Setting up on Friday, May 4 from 1:00 – 5:00 PM is encouraged. Additional set-up time will take place on Saturday, May 4th from 7:30 a.m. – 10:00 a.m. and Sunday, May 5th from 9:00 a.m. – 11:00 a.m. This event is a rain or shine event and all vendors **MUST** remain open for the entire length of the event. Tear down from the event will take place on Sunday, May 6th from 6:00 p.m. – 8:00 p.m.

Signature: _____ **Date:** _____

By signing this document, I agree to all of the terms and information outlined in this packet of information.

II. Type of Concession and Product Information

Menu may be limited by organizer. Please enter your items in order of preference. **A minimum of two menu items are required to pair well with wine.**

Menu or Product Item/Serving Size	Price (inc. tax)	Suggested Wine Pairing (i.e. Merlot; Pinot Grigio; Riesling)

(Attach extra sheet if necessary)

III. Electrical Requirements: Fee: \$100.00 for two days (Optional)

A generator will be provided, if electrical power is needed. Please list your electrical needs below. Additional charges may apply based upon extensive needs. To avoid emissions, vehicle motors may not be used as an electrical source.

_____ I am requesting electricity at my booth. (Check or leave blank.)

Equipment Description	Qty.	Watts	Amps

**** The following information should be kept on file before, during and after the event for reference.**

IV. Health Permit

All food and beverage vendors will be required to obtain a Kendall County temporary food permit. Please contact the **Kendall County Health Department** to obtain the appropriate permit and fee information. The application must be received by the Kendall County Health Department one month prior to the event. A \$20.00 late fee will apply if submitted less than 48 hours prior to the event. For more information, please call the Kendall County Health Department at 630-553-9100 ext.8045. The Dept. of Health will prohibit from participation any food vendor that cannot meet their requirements. If this occurs, all payments made to Village of Oswego by the vendor will be forfeited.

VI. *Insurance Coverage

The Village of Oswego requires at least \$1 million in general liability coverage and \$2,000,000.000 in aggregate coverage from vendors.

Submit two (2) Certificates of Liability Insurance as follows:

Description of Operations:

Event: Name of Event: **Wine on the Fox**

Dates: **May 4 - 5, 2019**

Location: **100 Parkers Mill, Oswego, IL**

Certificate Holder:

Village of Oswego

Its Officials, employees, and agents

100 Parkers Mill

Oswego, IL 60543

VII. Waste Removal

Vendors must dispose of all trash. You are not permitted to leave anything behind upon the event conclusion. This includes propane containers, bread racks, soda containers, pallets and trash. Ashes and charcoal must be removed from the festival grounds by the vendor. You will be fined by the Dept. of Public Works and prohibited from further participation if you are found dumping waste onto the ground. Village of Oswego reserves the right to pass along to the vendor any waste related expenses we may incur during this event.

VIII. Booth Display:

Booth Display: Participants are required to provide an inviting display with easy-to-read signage to market products effectively at the event. Suggested wine pairings are required to be indicated on applicable menu item signage. Staff must be tastefully dressed for a family event

IX. Fees/Deposit:

Please submit the following:

- A. Submit a check made payable to: **Village of Oswego** \$250 - non-refundable fee
The Village of Oswego will provide up to the maximum of one (1) 10' x 30' space.
- B. \$200 - refundable deposit to be returned at the conclusion of the event based upon compliance with all terms and conditions in the sole judgement of Event Management
- C. \$100 – Electricity (If applicable)

In the event that Wine on the Fox is cancelled and/or if a participant's business suffers from a catastrophic event, 100% of deposit will be returned to Vendor. The deposit will not be returned in

the case that the Vendor cancels their participation for reasons other than the above or is asked to leave the event due to noncompliance with Village requirements.

Please complete the following:

By signing below, applicant agrees that they have read and understood all of the conditions of participation in Wine on the Fox detailed above. Wine on the Fox will take place at Oswego Village Hall rain or shine. Participants are required to set-up, operate and tear down in compliance with operating procedures which will be e-mailed to approved participants in mid-April

I, _____ of _____, **have**
(Participant) (Name of Business)
read and agree to the terms and conditions listed herein.

Enclosed is a check for \$ _____ made payable to the Village of Oswego. I understand that all applicable taxes are required to be paid to the Village of Oswego for sales made at the event, even if I am from another City, following the event.

Participant FEIN #: _____

Signature: _____ **Date:** _____