



# Wine on the Fox • May 7 & 8, 2022

ADDRESS: Hudson Crossing Park 65 N. Harrison, Oswego, IL 60543

## FOOD VENDOR APPLICATION

Presented by **john greene Realtor**

**Event Dates: May 7 from 11:00 AM – 8:00 PM and May 8 from 11:00 AM – 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 options that pair well with wine. Non-alcoholic beverages may be sold. A food court will be set up on pavement at the north end of Harrison Street; not inside the park.

### ***I. Application Information***

Contact Person: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening \_\_\_\_\_

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

**Set-up:** Tents are required to be white, cream, black or Earth toned.

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)

Truck dimensions - \_\_\_\_\_ feet of frontage (serving side) X \_\_\_\_\_ feet wide (depth)

Please be sure to include the length of your hitch and any materials that extend beyond the size of your truck.

Trailers and other storage units are not guaranteed to be placed next to your booth. Local parking areas will accommodate most trailers early in the day.

**Please mail or deliver the following items to Village of Oswego, ATTN: Julie Hoffman**

**100 Parkers Mill Oswego, IL 60543. Deadline: April 8, 2022 at 5:00 PM with payment.**

- Full amount of non-refundable booth fee, based upon amount of space requested below (
- 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, including dimensions of your booth or truck (i.e., including locations of grills, sinks, trucks, serving counters, etc.)

**MUST** remain open for the entire length of the event. Tear down from the event will take place on Sunday, May 8 from 6:00 p.m. – 8:00 p.m.

**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. Not all items are guaranteed for approval. All vendors are required to accept cash and credit card payments.**

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: Electrical fees will be based upon individual need. Please complete and return the information below and we will let you know the costs involved in accommodating your needs through the use of generator power.** To avoid emissions, vehicle motors may not be used as an electrical source.

\_\_\_\_\_ I am requesting electricity at my booth. (Yes or No)

Equipment Description	Qty.	Watts	Amps

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

**\*\* 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. Please ensure that you familiarize yourself with the Health Department’s requirements for COVID-19 precautions.

***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 1 - 2, 2021**

Location: **Hudson Crossing Park, 65 N. Harrison St. Oswego, IL 60543**

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.

***IX. Fees/Deposit:***

Please submit the following:

A. Submit a check made payable to: **Village of Oswego**

- \$400 - non-refundable fee for (1) 10’ x 30’ space
- \$350 – non-refundable fee for (1) 10’ x 20’ space

- \$300 – non-refundable fee for (1) 10' x 10' space

B. **\$300** - 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. Electricity (If applicable) – To be determined

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.

D. All vendors are required to comply with applicable fire and Village codes. Please ensure the following at all times:

- That open-flame grills are placed a minimum of 10' from your tent
- That all grills/burners have a barrier around them to keep the public from getting injured. Grills/burners cannot be placed against a curb without a barrier between it and the sidewalk behind the curb.
- That a fire extinguisher is on hand at all times while cooking
- That a hand-washing sink, water and soap are placed within your booth
- That you provide an area for trash and take the trash to the nearest dumpster whenever full.

All food vendors will be inspected on the first day of the event. If you have any questions about what the inspection entails, please contact the Village for clarification in advance.

**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 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 the last week in April.

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

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 or State, following the event.

\_\_\_\_\_ Initial Here

I have received the Wine on the Fox Special Event Tax Payment Coupon from the Illinois Department of Revenue's Special Events Unit. The coupon is required to be submitted along with your state tax payments from the event, within 30 days (Deadline: June 8, 2022).

**Participant FEIN #:** \_\_\_\_\_

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