



2010

Food Vendor Application

Application Deadline June 25th, 2010

Number of Spots Available: 14 - 16

Benefits Roscoe Village Neighbors

Chicago's ultimate old-school street festival! Artisans, antique vendors, and groovy merchants will provide a shopping experience that is second to none. Local restaurants fill the venue with summertime samplings and tasty treats. All this and more liven up this tree-lined street for an enjoyable two-day festival that brings back great memories while providing an excellent entertainment for the entire family.

The Windy City Chili Cook-Off will again host a competition that shows the talents of over 25 chili gurus mixing up the best chili in Chicago! Also, Retro's Antique Car Show will showcase over 50 antique, classic and muscle cars throughout the weekend. Rachel Ray claims that Roscoe Village 'offers the best bet' for local cuisine!

Our Family Area is one of the best in the city and offers top-notch talent, games, crafts, and lots more!

Retro on Roscoe

August 7th & 8th, 2010

2000-2300 W Roscoe, Chicago, IL 60657

Saturday from 11:00 a.m. to 10:00 p.m. and Sunday from 11:00 a.m. to 10:00 p.m.

OFFICE USE ONLY	
Vendor # :	_____
Date Received:	_____
Accepted _____	Rejected _____

Applicant Information

Business Name: _____

Owners Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Number: _____ Cell Number: _____ Fax Number: _____

E-mail Address: _____ Web Address: _____

Federal Tax Id Number or Social Security Number: _____

* Federal Tax ID Number or Social Security Number is required for sales tax purposes and must be included to complete application.

Your application will be considered only if the following items are complete

- * Sign, date, and complete the entire application - include any additional licenses and applications required by municipalities.
- * Enclose total FEE made payable to Roscoe Village Neighbors
- * Include a separate check for food vendor deposit made payable to StarEvents
- * Enclose: 2010 Health Inspection Report, Sanitation Certificate, and Copy of your Liability Insurance Certificate

Submission of your application implies agreement to our terms and conditions outlined throughout the application.

Select Your General Food Category
Please Check ONLY One Box

<input type="checkbox"/> American	<input type="checkbox"/> Greek	<input type="checkbox"/> Asian	<input type="checkbox"/> Italian	<input type="checkbox"/> BBQ
<input type="checkbox"/> Latin	<input type="checkbox"/> Polish	<input type="checkbox"/> German	<input type="checkbox"/> Mexican	<input type="checkbox"/> Desserts

This application must be complete for consideration and received by our office by the deadline listed above .
 Incomplete applications will not be considered and may be returned without space reservation.

Product Descriptions and Pricing

List and describe each main food item you propose to sell and their prices. Please be very specific, attach a separate sheet if necessary. Side items also need to be listed and described on application and clearly noted with pricing. StarEvents will review and approve all items in advance of the Festival.

Food Vendors can offer up to 4 main items that are included with their booth fee. Additional items are available for an additional fee.

Restaurant selection will be carefully evaluated in regards to Menu Items. StarEvents management team retains full control as to acceptance as a food vendor or what specific menu items proposed are accepted or rejected. Applicants will not be able to alter the approved menu once accepted.

All items should be listed with the standard name as used by the general public and not a specialized or brand name.

Main Items

- 1). _____ Price: \$ _____
- 2). _____ Price: \$ _____
- 3). _____ Price: \$ _____
- 4). _____ Price: \$ _____

Side Items

- 1). _____ Price: \$ _____
- 2). _____ Price: \$ _____
- 3). _____ Price: \$ _____
- 4). _____ Price: \$ _____

Additional Main Items

- 1). _____ Price: \$ _____
- 2). _____ Price: \$ _____
- 3). _____ Price: \$ _____
- 4). _____ Price: \$ _____

Participant agrees to sell only those items that get approved on application. Approved items will be outlined in the confirmation letter. No items will be allowed for sale without advance consent from Roscoe Village Neighbors Association and StarEvents.

Note: Applicants are encouraged to apply early. Retro on Roscoe has limited space and will sell out in 2010. We have reduced the number of food vendors that will be allowed so to enhance the experience for our preferred vendors.

Event Fees

Standard 10' by 15' booth fee \$1695

INCLUDED in Fee:	White Canopy (10x10)	Included	
	Temporary Food License	Included	(Temporary Food License)
	10' Front Counter	Included	
	Booth & Pricing Sign	Included	(includes Business Logo)
	Side Walls	Included	
	Electrical Service	Included	Up to 4 - 110v Outlets (20 amp service)
	Portable Sink	Included	Shared with Adjacent Vendor

Additional Food Items	_____	@ \$150 Each	\$ _____
Additional 20 Amp Circuits	_____	@ \$50 Each	\$ _____
220v Circuit Service	_____	@ \$125 Each	\$ _____
Tables #	_____	@ \$25 Each	\$ _____
Chairs #	_____	@ \$10 Each	\$ _____

If applying after **June 25th, 2010**
 Include a Late Registration Fee @ \$50 \$ _____

Total Amount Due \$ _____

Food Vendor Deposit of \$200 is Mandatory. The deposit is for cleaning, equipment rentals, and other maintenance issues. Deposit checks will be returned within 30 days after the event if the criteria set forth is met.

Include Separate Deposit Check - Made Payable to: StarEvents

Method of Payment

Please specify payment type by checking the appropriate box below.

Check Money Order Visa MasterCard

Account Number: _____

Expiration Date: _____ CVS Code: _____

Name as it Appears on Card: : _____

Billing Address: _____

Make Check or Money Order Payable to: **Roscoe Village Neighbors**

Important Vendor Information

Please remember application requirements must come in one package. Items cannot come separately.

**Please send your completed application, fees, deposit, description, and other information to:
 StarEvents, LLC, 1609 W. Belmont Avenue, 2nd Floor, Chicago, IL 60657**

Note: Faxed applications will NOT be accepted

Agreement

The above mentioned participant hereby submits this application for participation in Retro on Roscoe. By signing the application the Participant accepts and agrees to all the terms and conditions contained in each page of this agreement. Return this agreement and the required materials to StarEvents. Keep a copy of the agreement for your records.

Signature: _____

Print Name: _____

Date: _____

The signature above provides StarEvents with the ability to process payment and charge all appropriate fees - as outlined above.

Terms & Conditions

IMPORTANT: Please read all of the requirements, rules, and regulations and understand that all terms and conditions need to be adhered to in order to participate.

The Participant hereby submits this application to receive onsite rights in a food, specialty, or beverage category for the Retro on Roscoe ("Retro on Roscoe") to be held on August 7th & 8th, 2010. By submitting this application, the Participant acknowledges that its application may be accepted or rejected by StarEvents, (StarEvents, LLC) in the exercise of its sole discretion and that, if this application is accepted, participation will be subject to the terms and conditions contained herein. * Application Deadline: June 25th, 2010

Event Details

Retro on Roscoe is a community festival produced on behalf of Roscoe Village Neighbors "Roscoe Village Neighbors Association". This Event is a fundraising activity for purpose of supporting Roscoe Village Neighbors Association and their mission and objectives. Proceeds will be used for local development and community outreach programs. Retro on Roscoe will take place on 2000-2300 W Roscoe, Chicago, IL 60657. StarEvents and the Roscoe Village Neighbors Association shall have the right to control all aspects of Retro on Roscoe.

The Participant desires to participate in Retro on Roscoe by providing food and/or beverage to our general public. If the Participant's Application is accepted by StarEvents, LLC, the Participant agrees to offer only those items approved on the application, no other menu items will be permitted without prior written consent from StarEvents, LLC.

Preference Statement

All food vendor applicants must submit a completed application. Applicants that submit prior to deadline and include total payment will be given preferential status. All materials must be included when submitting application, including; signed and dated application, a certified check, cashier's check, or money order for total amount due, a current Health Inspection Report, necessary State of Illinois and Municipal licensing, a copy of Liability Insurance Policy - naming Roscoe Village Neighbors Association and StarEvents as additionally insured, a copy of your preferred menu and pricing, and other related materials.

Vendors may receive preference if health conscious items and/or theme appropriate items related to the event are included. Food Vendors should remain and represent one ethnic discipline (i.e. Greek, Italian, Asian) ONLY in their submitted menu. Best value pricing will be considered as food vendors are selected.

Hours of Operation

The Participant agrees to remain open for business between the hours of Saturday from 11:00 a.m. to 10:00 p.m. and Sunday from 11:00 a.m. to 10:00 p.m.. All participants will agree to remain open for the duration of the event hours. Exceptions for hours of operation may be available and need prior approval by StarEvents. Please notify us 30 days in advance if you foresee a need to close your operation in advance of the close each day.

Set-Up Operations

The Participant shall remove all vehicles and other items used in conjunction with setting up for event at least one (1) hour prior to the start of the event. The participant will forfeit the assigned space if unoccupied on Saturday August 7th at 11:00 am and Sunday August 8th at 11:00 am.

General Policies

The Participant agrees to conduct its business in a manner most likely to enhance the success of Retro on Roscoe and the reputation of StarEvents, LLC and the Roscoe Village Neighbors Association. In the event that StarEvents, LLC shall determine, in the exercise of its sole discretion, the Participant is acting in a manner detrimental to Retro on Roscoe, StarEvents, LLC or the Roscoe Village Neighbors Association, StarEvents may expel the Participant from Retro on Roscoe, and the Participant shall forfeit its entry fee.

The Participant agrees to conduct its business in a manner most likely to enhance the success of Retro on Roscoe and the reputation of StarEvents, LLC and the Roscoe Village Neighbors Association. In the event that StarEvents, LLC shall determine, in the exercise of its sole discretion, the Participant is acting in a manner detrimental to Retro on Roscoe, StarEvents, LLC or the Roscoe Village Neighbors Association, StarEvents may expel the Participant from Retro on Roscoe, and the Participant shall forfeit its entry fee.

The Participant agrees to not sell or distribute merchandise that includes the event logo, the term "Retro on Roscoe", or any other likeness associated with our event without prior written consent of StarEvents, LLC.

Acceptance

StarEvents, LLC shall notify the Participant whether its application has been accepted or rejected. StarEvents may assist with, and fill out select licenses for this application. In the event that the Participant's application is rejected, the entry fee will be refunded. StarEvents, LLC does not guarantee exclusivity to any Participant, nor has the Participant relied upon any representation or guarantee of StarEvents, LLC regarding the revenues to be generated by the Participant.

Application Deadline: June 25th, 2010

Applications received by June 25th, 2010 will be considered for acceptance to Retro on Roscoe and will receive confirmation on or before July 9th, 2010.

Any applications received after June 25th, 2010 but before July 23rd, 2010 may be considered for acceptance to Retro on Roscoe. Those applications will need to include a \$50 late application fee. Those applications will receive confirmation notice after application is processed is complete.

Refunds

Refunds for booth fees paid in full or part will be issued a full refund of the amount received, minus a \$50.00 processing fee, if the request is made in writing such as an e-mail, fax or certified mail on or before 21 days prior to the festival. Refund requests made by phone, fax, e-mail or certified mail after 21 days prior to the festival will not be processed and are ineligible for a refund in whole or part. Refunds will not be issued for Retro on Roscoe if the participant is dismissed, booth spaced is forfeited, or participant is in violation of any of the Terms and Conditions

Dismissal from Event

In the event the Participant is dismissed from Retro on Roscoe, they will be asked to vacate booth space immediately, take all belongings and may not be allowed to

participate onsite for the remainder of the Event. Participant may be dismissed or removed from Retro on Roscoe if found to be in violation of any Terms and Conditions.

Legal Department

The Participant shall comply with all local, federal, state and municipal laws and ordinances in the operation of its booth during Retro on Roscoe and shall insure its merchandise against loss by theft or damage. The Participant hereby releases StarEvents, LLC and the Roscoe Village Neighbors Association, its officers, directors and members from any and all claims for, and agrees that StarEvents, LLC and the Roscoe Village Neighbors Association, its officers, directors and members shall have no responsibility for, personal injury sustained by the Participant, its agents or employees, or damage to, or loss or destruction of, the Participant's property. The Participant further agrees to indemnify and hold StarEvents, LLC and the Roscoe Village Neighbors Association, its officers, directors and members harmless, from and against any and all claims for personal injury, damage to property or theft occurring in or about Retro on Roscoe area, whether to the Participant, its agents or employees or any third party, caused in part or in whole by the participation of the Participant in Retro on Roscoe.

Menu Items

Food Vendors must clearly list the 4 main menu items and the specific pricing for all items they intend to sell at Retro on Roscoe. Some examples of main items are hamburgers, hot dogs, funnel cakes and brats. Side items must also be clearly noted in the application and cannot exceed 4 items. Some examples of side items are french fries, onion rings, potato chips and select beverages. Prices must be listed on application.

Additional Menu Items

Food Vendors are able to sell 4 main items and 4 side items included in their booth fee. The selling of additional items is available for an additional fee. Food Vendors must submit a separate sheet listing those additional items along with their prices. All additional items are subject to approval. Payment for additional items must be included with application payment. Participant agrees to only offer the approved items in application. The selling of unapproved items may result in dismissal from Retro on Roscoe and you will not receive a refund.

Menu Pricing

All menu pricing is subject to approval. Failure to clearly post prices may result in dismissal from Retro on Roscoe.

Required Materials

Food Vendor applications must be accompanied by a copy of General Liability Insurance naming StarEvents, LLC, and the Roscoe Village Neighbors Association as additionally insured, a copy of the 2010 Summer Sanitation Certificate, a copy of your 2010 Health Inspection Report and the completed City Temporary Food License Application. Only complete applications shall be considered.

Changes to Application

If Participant wishes to change their application in any way, they must submit a new application with the changes clearly indicated. Changes will not be allowed via phone, fax or e-mail.

Booth Requirements

If the Participant's application is accepted, the Participant will be assigned a space within Retro on Roscoe area with the approximate square footage of Standard 10' by 15' . All items, equipment and materials MUST fit inside Standard 10' by 15' .

StarEvents has increased the size of the booths by 5' in an effort to accommodate grills and storage of other materials. Display and storage outside of allocated booth space is strictly prohibited and may cause dismissal.

Additional space may be made available by StarEvents upon receipt of the Participant's application, at an additional cost to be determined by StarEvents, LLC. The location of the Participants space within Retro on Roscoe area shall be determined by StarEvents, LLC in the exercise of its sole discretion, and the Participant agrees to accept the space as assigned by StarEvents, LLC. The Participant agrees to conduct its business only within the space assigned by StarEvents, LLC.

Maintenance

The Participant will be solely responsible for the appearance of its space. The Participant shall maintain its space in a neat, clean and sanitary condition during Retro on Roscoe. Participant will be required to recycle and dispose of all trash produced by their operation - as directed by StarEvents, LLC. Specific maintenance operations will be provided to all participants at the Event.

Restaurants applying for participation must maintain the highest possible standards in terms of sanitation, food handling, professionalism, and efficiency. Recycling is an important part of the Event. Use of recycling products and materials is preferred.

Equipment and Signage

The Participant is responsible for maintaining and returning all equipment, including; tables, chairs and tents. Food Vendors MUST use our rented WHITE canopies ONLY! Exceptions may be made for select sponsors and other partners with prior written approval.

Participant is responsible for appropriate measures, i.e. sand bags, to support canopy during possible inclement weather. Participant must have a working fire extinguisher in their booth at all times. Also all food vendors must line the floor of their booth with cardboard.

Signage

Exhibitor signage will not be allowed to be positioned higher than 10 feet high. Provided banner size will be 3' high by 8' wide . Specific graphic design and models of signage will be forwarded to accepted food vendors only. All signage will be placed by StarEvents in advance of set-up.

NEW: StarEvents will be ordering individual pricing signage for all accepted participants. This will help us to control items and address the need to clearly post pricing for attendees. The Pricing signs for all food vendors will be uniform and secured to your booth in advance of set-up.

Sound Restrictions

Participant agrees to not have amplified sound of any type within booth. Participant with amplified sound may be asked to vacate space and will not receive a refund. Amplified sound has been determined to create potential conflicts with adjacent participants. Please respect your neighbors

Electricity

Participants will be restricted from using personal generators due to noise, exhaust, and other pollutants that are produced by select power sources.

NOTE: Participants that are found using our electrical sources without prior payment will be removed from the Event and not allowed to participate in future events.

Booth Security

The Participant will be solely responsible for any items left overnight in booth space. StarEvents and Roscoe Village Neighbors Association are not responsible for any items lost, stolen or damaged in booth space.

Parking

Participants agree to abide by and will be sent clear directions on all parking requirements prior to the start of the event. All vehicles will be directed as to the proper procedures allowed for parking. Note: Select events, within city limits, may be challenging for designated parking.

Specific parking instructions will be sent in advance of the event and outline the preferred methods allowed for vehicle parking. Remote parking may be necessary and participants will need to plan accordingly. Participant's vehicles will NOT be allowed in pedestrian areas until after closing time and permission from a representative from StarEvents, LLC is given.



MAYOR'S OFFICE OF SPECIAL EVENTS
SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SPECIAL EVENT FOOD LICENSE APPLICATION

FEE: \$ 125.00 PER VENDOR

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

Please type or print clearly. Application will be returned if not completed in it's entirety.

Name of Event

Address of Event

Date(s) of Event

Hours of Event

Name of Sponsoring Event/Coordinator

Phone Number

Name of Food Vendor

Contact

Department of Business Affairs & Consumer Protection Account Number

Phone Number

If you do not know your account number please phone (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection account number you will need to complete the Business Information Sheet on pages 16 & 17 or visit www.cityofchicago.org/businessaffairs

Address

City

Zip Code

Summer Festival Food Vendor Sanitation Certificate Number

Each event requires a Summer Food Vendor Certified person at each booth at all times food is handled.

SIGNATURE (*Must be signed by an owner or officer) _____ Title: _____

List the name and address of the licensed kitchen or food establishment to be used for the initial food preparation and storage of equipment (where food is to be actually prepared and equipment is sanitized and stored). Food or equipment may not be stored in the home (**Attached signed Affidavit**)

Describe the method of transporting food and the temperature it will be held at the event site (i.e. refrigerated cold storage containers, refrigerated vehicle capable of maintaining temperatures of 40° F or below, hot foods 140° F or above)

Describe the method of storage at the event site (i.e. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. List the temperatures food items will be cooked to.

Indicate the location of restroom facilities within proximity to the food vending booth on the attached site plan.

Describe the hand washing facilities at the food vending booth. Portable hand sinks are required. A permit will not be issued without hand washing facilities.

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

SPECIAL EVENTS MENU APPROVAL REQUEST

Must Be Filled Out (Provide detailed information for each question). Requirements may be imposed to protect the public's health or to prohibit the sale of some or all potentially hazardous foods such as raw foods, sushi or oysters. When no health hazard exists, some requirements may be waived.

List the proposed foods and ingredients to be served at the event. You may list up to 4 items on one sheet (use back of sheet if necessary)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

List source where items will be purchased (Name, Address, Phone Number . . . retain all receipts for inspection)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

List any equipment that may be used at the event in the preparation of food or beverages

(i.e. mixers, blenders, etc. include drawings & specifications)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

Describe the method of cooking at the event: Raw animal products must be cooked to the following internal temperature for at least 15 seconds: Poultry and stuffed foods - 165° F, Pork; ground, diced or shredded meats and fish; eggs cooked in advanced - 155° F, whole cut meats and fish, eggs 145° F. List the temperatures food items will be cooked to.

Food Item 1

Food Item 2

Food Item 3

Food Item 4

All vendors must have a passing inspection dated not more than six months before the event. Non-Chicago establishments must submit their latest sanitation report from their local Health Department jurisdiction dated no more than six months before the event. A copy of the following must be attached to each application: *Site Plan, Summer Festival Food Vendor sanitation certificates(s), signed affidavit, if you received permission to use a licensed kitchen.* A copy of your current health inspection must be attached to each application.