



**The Birdhouse Festival**  
**September 8, 2018**  
**Washington @ Ada- Chicago, IL**  
**Saturday 12-10pm**

**Vendor Application 2018**  
**Application Deadline: August 20, 2018**

**VENDOR DESCRIPTION**

*Please specify vendor type on application form*

**Food Truck Vendor:** Restaurants, grocery stores and institutional food providers selling food and non-alcoholic beverages. Please note, we are only accepting food trucks for this events.

**Sponsors:** A sponsor is a recognized organization designed to provide goods and services to customers on a national, regional or local level. These vendors want brand exposure and so not sell anything. To be a sponsor please call 773.665.4682 or email [info@starevents.com](mailto:info@starevents.com) for more information. DO NOT fill out an application.

**APPLICATION SUBMISSION**

Failure to submit all necessary documents, applications and fees by the deadline will make your application ineligible for consideration unless, the \$50 late fee is fully paid. We do not accept applications via fax or email. Please note: A \$200 deposit check payable to StarEvents is required if renting StarEvents equipment (tents, chairs, etc.)

All PDF applications must be printed and sent to directly to the StarEvents office with full payment. Any applications sent via email without payment will be deleted and not considered for the event.

**Paying with check or money order**

Completed application, deposits and supporting documentation should be mailed to:  
StarEvents, Inc  
1609 W. Belmont  
Chicago, IL 60657

**If you would like to drop off your application in person, please call 773.665.4682 to schedule an appointment.**

Let us know if you have any questions while filling out your application!

Sincerely,

**The StarEvents Team**



# FOOD VENDOR APPLICATION

**APPLICATION WILL BE CONSIDERED ONLY IF THE FOLLOWING ARE INCLUDED:**

- CITY OF CHICAGO SPECIAL EVENT APPLICATION MUST BE TYPED
- COPY OF SUMMER SANITATION CERTIFICATE
- COPY OF HEALTH INSPECTION DATED WITHIN 6 MONTHS OF THE FESTIVAL
- COPY OF CERTIFICATE OF INSURANCE

MULTI-EVENT PERMITS MAY BE OBTAINED DIRECTLY THROUGH THE CITY OF CHICAGO IF YOU ARE PARTICIPATING IN 2 OR MORE FESTIVALS. PLEASE CONTACT GREG.ADAMS@CITYOFCHICAGO.ORG FOR DETAILS

-ADDITIONAL FOOD ITEMS PAID FOR



OFFICE USE ONLY

Received: \_\_\_\_\_

Accepted: \_\_\_\_\_

Check Deposited: \_\_\_\_\_

Rejected: \_\_\_\_\_

**SEPTEMBER 8, 2018**  
**SAT 12P-10P**  
**WASHINGTON @ ADA**

## APPLICANT INFORMATION

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Business Address \_\_\_\_\_ Business located on venue?  Yes  No

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

Email \_\_\_\_\_ Phone \_\_\_\_\_

Cell \_\_\_\_\_ Tax ID/SSN \_\_\_\_\_

## MENU

Please list and describe each food item you propose to see and their prices. Be very specific and attach a separate sheet if necessary. StarEvents will use this menu to create your pricing banner so please be accurate. You may offer up to four main items and three side items. Additional items may be listed for a fee of \$150 per item.

### Main Items

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_
4. \_\_\_\_\_ \$ \_\_\_\_\_

### Side Items

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_

### Additional Items (\$150 per item)

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_
4. \_\_\_\_\_ \$ \_\_\_\_\_

# APPLICATION

## FOOD TRUCK VENDOR

### EVENT FEES

- 10 x 20 Booth Space (full menu food vendor)= \$750

### EQUIPMENT INCLUDED IN EVENT FEES

Standard Electric (please let us know your power requirements)  
Access to a Hand Washing Sink

(Chicago Department of Public Health **requires** fencing around grills)

**TOTAL DUE** \$ \_\_\_\_\_



### CHECKLIST

- Sign the bottom of the application confirming you have read the Terms & Conditions and that all information provided is true
- Copy of your current liability insurance with Star Events with the event name listed as additionally insured
- Copy of your Summer Sanitation Certificate
- Completed City of Chicago Special Event Food License application
- Copy of Health Inspection within 6 months of event
- Enclose full payment
- Included a separate \$200 rental deposit check payable to Star Events
- Include images of your electric plugs

Certificate of Insurance Policy # \_\_\_\_\_  
(please include a copy of your insurance)

Summer Sanitation License # \_\_\_\_\_  
(please include a copy of your license)

Please include a \$150 rental deposit check payable to Star Events (check # \_\_\_\_\_)

Deposit will be kept if:

- Waste/equipment is left after event ends
- Floor covering (paper/cardboard) is not applied
- Equipment is damaged

Please mail application to:

1609 W Belmont Ave,  
Chicago, IL 60657

### PAYMENT METHOD

Applications mailed without complete payment in check or money order form will not be considered. If paying by credit card, please visit our website [www.starevents.com](http://www.starevents.com) to apply online.

**IMPORTANT:** Please make payable to: **StarEvents, Inc**

○ Check # \_\_\_\_\_

○ Money Order # \_\_\_\_\_

Name \_\_\_\_\_

Print Name & Date \_\_\_\_\_

The above mentioned participant hereby submits this application for participation. By signing the application, the participant accepts and agrees to all of the Terms & Conditions in each page of the agreement.

Please return this application/ agreement to Star Events and keep a copy of this plus the Terms & Conditions for your records.



1609 W. Belmont Ave.  
Chicago, IL 60657  
773.665.4682  
fax 773.665.4866  
StarEvents.com



**CHICAGO DEPARTMENT OF CULTURAL AFFAIRS AND SPECIAL EVENTS  
SPECIAL EVENT PERMIT APPLICATION**

**SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION**

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

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

**FEE: \$ 75.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.**

*Please type or print clearly. Application will be returned if not completed in its entirety.*

**EVENT INFORMATION:**

Name of Event

The Birdhouse Festival

Address of Event

1340 W Washington, Chicago, IL

Date(s) of Event

September 8, 2018

Hours of Event

Sat 12-10pm

Name of Event Sponsor

Dirtybird/ Silver Wrapper

Event Coordinator

StarEvents, Inc

Phone Number

773.665.4682

**VENDOR INFORMATION:**

Name of Food Vendor

Contact

Phone Number

**Department of Business Affairs & Consumer Protection BUSINESS ACCOUNT NUMBER (6 digits)**

*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 City of Chicago Business Information Sheets on pages 26 & 27 of this packet or visit [www.cityofchicago.org/businessaffairs](http://www.cityofchicago.org/businessaffairs).*

Address of Food Vendor

City

Zip Code

Summer Festival Food Vendor Sanitation Certificate Number

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

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

**SIGNATURE** (\*Must be signed by an owner or officer) \_\_\_\_\_ Date: \_\_\_\_\_

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. commercial electrical refrigerated cold storage units, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. A permit will not be issued without commercial refrigeration if there is potentially hazardous/time temperature for safety food on the menu.

Describe hand washing facilities at the food vending booth. Portable once piece self-contained 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.**

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.

**NEW>> A copy of the following must be attached to each application: (1) Site Plan, showing the layout of your booth, (2) Summer Festival Food Vendor sanitation certificates(s), (3) signed affidavit, if you received permission to use a licensed kitchen and a copy of the current health inspection must be attached to each application.**

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**SPECIAL EVENTS MENU APPROVAL REQUEST**

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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)

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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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)

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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Describe the method of cooking at the event: (ie, fry, bake, etc.)

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Food Item 1

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Food Item 2

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Food Item 3

---

Food Item 4

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**> ALL QUESTIONS MUST BE ANSWERED OR APPLICATION WILL BE DENIED <**



**CHICAGO DEPARTMENT OF Business Affairs and Consumer Protection**  
**SPECIAL EVENT PERMIT APPLICATION**

**SPECIAL EVENT FOOD TRUCK SINGLE EVENT LICENSE APPLICATION**

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

THIS FORM MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT

**FEE: \$ 75.00 PER VENDOR. MAKE CHECKS PAYABLE TO THE CITY OF CHICAGO.**

*Please type or print clearly. Application will be returned if not completed in its entirety.*

Name of Event  
**The Birdhouse Festival**

Address of Event  
**1340 W Washington Blvd, Chicago, IL**

Date(s) of Event  
**September 8, 2018**

Hours of Event  
**Sat 12-10pm**

Name of Sponsoring Event/Coordinator  
**Dirtybird/ Silver Wrapper/ StarEvents, Inc**

Phone Number  
**773.665.4682**

Name of Mobile 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*

Address

City

Zip Code

Mobile Food License #

License Expiration Date

I acknowledge that I am only preparing/dispensing food directly from a City of Chicago licensed Mobile Food vehicle (no outside booth/tent) in compliance with all license requirements  NO  YES

I acknowledge that I am only selling items from our City of Chicago Department of Health pre-approved menu?  NO  YES

**SIGNATURE** (\*Must be signed by an owner or officer) \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_



## TERMS & CONDITIONS

### APPLICATION DETAILS

**Acceptance / Rejection:** StarEvents, Inc (SE) will notify each participant if they are accepted or rejected by email to the email address listed on the application no later than (5) days after the application deadline. If accepted, payment will be processed within the next (5) business days. In the event that the participant's application is rejected, they will not be charged and checks destroyed. SE does not guarantee exclusivity to any participant, nor has the participant relied upon any representation or guarantee of SE regarding the revenues to be generated by the participant.

**Refunds:** Refunds for booth fees will be issued a full refund of the amount received, minus a \$50 processing fee, if the request is made in writing such as an e-mail or certified mail on or before (21) days prior to the festival. However, throughout the season, full refunds will be made to participants on an ongoing basis if the participant requested a corner space, a double booth space, or electricity but the request could not be met. Refunds will not be issued for participants who are dismissed, if the booth is forfeited, or if the participant is in violation of any of the Terms and Conditions. No revenues are guaranteed or implied by SE in connection with participation in the event.

**Deposit checks:** If renting equipment from SE you are required to enclose a \$200 rental deposit check made payable to 'StarEvents.' This check will only be deposited if the rental equipment is damaged by anything of your doing. These checks will be shredded after the event unless otherwise stated by said vendor. If participant would like the check sent back, participant must submit email request before the event.

**Changes to Application:** If participant wishes to change their application, they must submit a new application with the changes clearly indicated no later than two weeks before the event. Any changes made via phone will not be permitted.

**Application Deadline:** Applications must be received by application deadline. Applications received after the deadline can also be considered for acceptance but will need to include a \$50 late fee. Once "Sold Out" is stated on the website under event, the event will not accept any other applications. Please call the SE office if you have any questions regarding festival openings.

### EVENT DETAILS

**Participation:** The participant desires to participate in the event by providing merchandise, services and information to our general public. If the participant's application is accepted by SE, the participant agrees to offer only those items listed on the application, no other merchandise will be permitted without prior written consent of SE. The participant agrees not to sell or distribute merchandise that: SE deems inappropriate or derogatory; or uses the event logo, the event name, or any other likeness associated with our event without prior written consent of SE.

**Set-up:** Participants need to check in with a SE representative upon arrival as booth spaces might have changed. DO NOT set up in a space until checking in with SE. Participants will be



## TERMS & CONDITIONS

able to pull their car up to the booth space to unload their merchandise ONLY. This is to help car traffic on the venue during set up. The participant will forfeit the assigned booth space if unoccupied by the start of the event. Load in letters will be sent via email no later than (1) week before the event.

**Parking & Vehicle Storage:** All vehicles must be removed from the venue no less than (1) hour before the start of the event. Street parking may be available as well as pay parking operations. SE is not responsible for providing any parking. Any vehicles left on the venue or within event barricades will be towed. Absolutely no vehicles will be allowed on the venue no less than (1) hour before the fest starts (unless you are a Food Truck). You are only permitted to bring your car on the venue to pack up if approved by a SE representative.

**Tear Down:** Participants will be able to tear down (1) hour after the end of the event or when approved by a SE representative. All items left on-site after the close of the event (i.e. food vendor grease buckets, cement blocks, broken personal equipment, etc.) will be disposed of and your deposit check will be kept or you will be charged a \$200 to the payment method on file.

**Hours of Operation:** We ask all participants to remain open for the duration of the event hours. Participants may begin to close their operation (1) hour before the advertised close of the event. Exceptions for hours of operations may be made. Please notify us (30) days in advance if you foresee a need to close your operation early. In the event an early closure is granted, participant must remove operations by hand or cart. Vehicles are not allowed on the venue during event hours under any circumstances.

**Booth Security:** The participant will be solely responsible for items left in their booth overnight. We are not responsible for any items lost, stolen or damaged. Off duty police will patrol the grounds overnight but will not be able to watch every space at all times.

### BOOTH REQUIREMENTS

If the participant's application is accepted, SE will assign space on the venue for the participant. All merchandise, equipment and materials must fit inside the assigned space. Display and storage outside of the allocated booth space is not allowed. Additional space can be made if purchased and if available on the venue. The location of participants space will be determined by SE. If store is on the venue, we will try to put you in front of your store if within the vendor space area.

**Signage:** All signage must be clean and properly placed. SE has the right to ask you to remove signage if not presented in the appropriate manner. Please feel free to call our office for specific instructions.

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





## TERMS & CONDITIONS

**Electricity:** Electricity is only available by renting from the event. Participants will be restricted from using personal generators due to the noise, exhaust, and safety factors. If needing electric, make sure to tell us 30 days prior to the event so we can place you on the map accordingly. Participants found to be using our electrical sources without prior payment will be charged the \$150 electric fee onsite.

**Maintenance:** Participants are solely responsible for the appearance of their space. The participant shall maintain its space in a neat, clean and sanitary condition. Participants will clean their space to original condition during tear down or they will be charged a \$50 clean up fee.

### **GENERAL POLICIES:**

**Dismissal from the event:** In the event the participant is dismissed from the event, they will be asked to vacate the booth space immediately, take all belongings, and will not be allowed to participate for the remainder of the event. The participant may be dismissed or removed from the event if found to be in violation of any of the Terms and Conditions

**Legal Liability & Insurance:** The participant shall comply with all local, federal, state and municipal laws and ordinances in operation of its booth during the event and shall insure its merchandise against loss by theft or damage. The participant hereby releases SE and its Client, officers, directors, members, and employees from any and all claims for, and agrees that SE and the Client, officers, directors, members, and employees 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 properties. The participant further agrees to indemnify and hold SE and the Client, its officers, directors, members, and employees harmless from and against any and all claims for personal injury, damage to property or theft occurring in or about the event 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 the event.

**Conduct:** All vendor booths and load-in vehicles inside the venue are subject to search by event security at any time. Any vendor staff found to be storing, transporting, selling or facilitating the sales of illicit substances or involved in any illegal activity will be immediately ejected from the event and turned over to the Chicago Police Department. In addition, the entire vendor operation and staff associated with the violator will be immediately ejected from the event and will lose all right to fees and deposits. There is absolutely zero tolerance for illegal activity at SE festivals.