

# 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



A R T F E S T

OFFICE USE ONLY

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

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

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

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

**JULY 13-14, 2019**  
**SAT 10P-8P | SUN 10P-6P**  
**SOUTHPORT @ WAVELAND**

## 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. \_\_\_\_\_ \$ \_\_\_\_\_

# FOOD VENDOR APPLICATION

## EVENT FEES

- 10 x 20 Booth Space (full menu food vendor) = \$1,995
- 10 x 10 Booth Space (specialty food vendor only) = \$998
- Late Registration Fee \$50 (see application deadline) = \_\_\_\_\_

## EQUIPMENT INCLUDED IN EVENT FEES

- Tent (10x10 for specialty, 10x20 for full menu)
- Front Counter with Skirting (1 for specialty, 2 for full menu)
- Sign Pole
- Pricing Banner
- Standard Electric (edison plugs only. 20 amps/60 total provided)
- Access to a Hand Washing Sink

## ADD'L FOOD ITEM FEES

Additional Food Items \$150 X \_\_\_\_\_ = \_\_\_\_\_

## ADD'L EQUIPMENT FEES

- Side Wall \$35 X \_\_\_\_\_ = \_\_\_\_\_
- 6ft Tables \$25 X \_\_\_\_\_ = \_\_\_\_\_
- Chair \$10 X \_\_\_\_\_ = \_\_\_\_\_
- Sign Pole \$35 X \_\_\_\_\_ = \_\_\_\_\_
- Counter \$35 X \_\_\_\_\_ = \_\_\_\_\_
- Tent Lights \$75 X \_\_\_\_\_ = \_\_\_\_\_
- Electricity (extra) \$150 X \_\_\_\_\_ = \_\_\_\_\_
- Fencing Around Grill \$200 X \_\_\_\_\_ = \_\_\_\_\_

(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.

**Please note, all vendor booths must remain open for the entire duration of the event (specific times listed above), or a \$50 non-negotiable fee will apply.**

**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.

