

EVENT OVERVIEW

September 2-3, 2023

Saturday & Sunday 10-7pm

W Fulton St. & N Sangamon St.
Chicago, Illinois

APPLICATION DEADLINE

July 21, 2023

ACCEPTANCE DATE

July 28, 2023

Completed application
must be submitted prior
to application deadline.

Food Vendor Application



PLEASE SEND COMPLETED FORM AND PAYMENT TO:

1609 W. Belmont Avenue

2nd Floor

Chicago, IL 60657

Applications@StarEvents.com

773.665.4682

StarEvents.com

VENDOR AGREEMENT

COMPLETED APPLICATION AND PAYMENT MUST BE SUBMITTED PRIOR TO APPLICATION DEADLINE

Please type or print clearly. Incomplete applications will not be processed.

I agree to the following rules (please read and initial next to each statement):

- _____ I understand that if my application is not submitted prior to the application deadline that a \$50 late fee will apply.
- _____ My booth will remain open for the entirety of the event unless approval is given to leave early by a StarEvents team member. Otherwise a \$50 non-negotiable fee will apply.
- _____ I understand that my vendor fee must be paid in full 3-5 business days after acceptance.
- _____ I understand that if I withdraw my application within 21 days of the event, I will not be refunded.
- _____ All food vendors must send a \$200 deposit made payable to StarEvents, Inc. and I understand that if any equipment is lost or damaged my deposit will not be returned.
- _____ I understand that equipment, booth location, and electricity requests must be submitted at least 7 days prior to the event.
- _____ I will only bring my car onto the venue during my hour window for vendor load-in and while driving on event grounds I will do so safely and while following all instructions by StarEvents team members.
- _____ If StarEvents is providing my menu banner I understand that I cannot use additional menus or signage. If I am found in violation of this I understand that my \$200 deposit will be kept.
- _____ I affirm that the Vendor Application information submitted is accurate and complete.
- _____ I am responsible for reviewing, understanding, and following the StarEvents Terms and Conditions.
- _____ I understand that if I am found to be in violation of the Terms and Conditions outlined within this application that I will be removed from the event site without a refund.

Vendor Name (please print): _____ Date: _____

Vendor Signature: _____



West Loop Art Fest APPLICATION

COMPLETED APPLICATION AND PAYMENT MUST
BE SUBMITTED PRIOR TO APPLICATION DEADLINE

Applicant Information:

Business Name _____

Contact Name _____

Address _____ City _____

State _____ Zip Code _____ Phone/Cell _____

Email _____ Tax ID/SSN _____

Product Description _____

Is this your business? (Y/N) _____ Is the business located at venue location? (Y/N) _____

If yes, business address _____

Woman Owned

LGBTQ+ Owned

Minority Owned

Veteran Owned

Vendor Description: (Please specify vendor type on application form)

Standard Food Vendor

Restaurants, grocery stores and institutional food providers selling food and non-alcoholic beverages. 10' x 20' booth space.

Specialty Food Vendor

A food vendor who sells one type of item that does not exceed \$10. (Ex. ice cream, lemonade, etc.) Specialty food vendors will be accepted at the discretion of StarEvents. 10' x 10' booth space.

Sponsor

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 do not have to sell any goods on-site. To be a sponsor please call **773.665.4682** or email **info@StarEvents.com** for more information. DO NOT fill out an application.

Application will be considered only if ALL items from List A OR List B are included:

LIST A

1. Copy of booth layout
2. Equipment Rental Deposit (\$200)
3. Full Payment
4. Full Menu
5. 180 Event Permit*

*Multi-event permits may be obtained directly through the City of Chicago if you are participating in 2 or more festivals. Please contact Lawrence.Smith@cityofchicago.gov for details

LIST B

1. Copy of Booth Layout
2. Equipment Rental Deposit (\$200)
3. Full Payment
4. Full Menu
5. Completed City of Chicago Special Event Application
6. Copy of Summer Sanitation Certificate
7. Copy of Health Inspection
(dated within 6 months of this event)
8. Copy of Certificate of Insurance



VENDOR APPLICATION

COMPLETED APPLICATION AND PAYMENT MUST BE SUBMITTED PRIOR TO APPLICATION DEADLINE

Booth Information (please specify)

- Standard Food Vendor (10'x20'): \$1,200
- Specialty Food Vendor (10'x10'): \$995
- Number of Booth Spaces: _____
- \$200 Equipment Deposit \$ _____
- Late Fee (if applicable): \$50 \$ _____
- Additional Food Items
(5 or more; \$150 each) \$150 x _____ = \$ _____

Add'l Rental Equipment (please specify)

- Side Wall (per side) \$35 x _____ = \$ _____
- 6' Table \$25 x _____ = \$ _____
- Chair \$10 x _____ = \$ _____
- Sign Pole \$45 x _____ = \$ _____
- Tent Lights \$85 x _____ = \$ _____
- Add'l Electricity
(3 outlets/60 amps) \$200 x _____ = \$ _____
- Grill Fencing* \$200 x _____ = \$ _____

*Chicago Department of Public Health requires fencing around grills

TOTAL DUE \$ _____

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 to apply online.

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

- Check # _____
- Deposit Check # _____
- Money Order # _____

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.

Signature _____

Printed Name _____ Date _____

Included in event fees

- \$200 Equipment rental (see Terms & Conditions)
- Tent (10'x10' for specialty, 10'x20' for full menu)
- Front Counter with Skirting* (1 for specialty; 2 for full menu)
- Sign Pole
- Menu Banner with pricing (4 items)
- Standard Electric (Edison plugs only; 3 outlets/60 amps)
- Access to a Shared Hand Washing Sink

*Please check this box if you do not want a counter with your tent. If your counter is removed and you did not check this box, your deposit will not be returned.

PLEASE MAIL APPLICATION WITH PAYMENT TO:

StarEvents, Inc.
1609 W Belmont Ave.
Chicago, IL 60657

If you would like to drop off your application in-person, please call **773.665.4682** or email **Applications@StarEvents.com** to schedule an appointment.



MENU SUBMISSION

**COMPLETED APPLICATION AND PAYMENT MUST
BE SUBMITTED PRIOR TO APPLICATION DEADLINE**

Please list and describe each food item you propose to sell AND their prices. Be very specific and attach a separate sheet if necessary. StarEvents will use this menu to create your booth's 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/Beverage Items:

1. _____
2. _____
3. _____
4. _____

Additional Items (\$150 per item):

1. _____
2. _____
3. _____
4. _____

VENDOR CHECKLIST

PLEASE MAKE SURE ALL ITEMS LISTED BELOW ARE INCLUDED IN YOUR APPLICATION

- Attach your 180 Event Permit or fill out the attached Single Event Permit Application and include your current Health Inspection, Certificate of Insurance and Summer Sanitation Certificate. **If you do not have a Summer Sanitation Certificate, there is a sign up link on the vendor application on our website, StarEvents.com.**
- Sign and initial the Vendor Agreement.
- Sign the Terms & Conditions confirming you have read and agree.
- Enclose full payment (including late fee if past application deadline) payable to **StarEvents, Inc.** as well as a separate \$200 rental deposit payable to **StarEvents, Inc.**
- If you have any specific accommodations or booth location requests, they must be included in your initial application.
- Fill out and attach complete menu with pricing.
- If you do not receive an email confirmiing we received your application by the application deadline please email us at **Applications@StarEvents.com.**
- If you have any questions regarding the application please check out **FAQ** page on StarEvents.com.

ANY APPLICATION SENT WITHOUT PERMITS WILL NOT BE CONSIDERED FOR THE EVENT. ANY APPLICATION SENT WITHOUT PAYMENT WILL NOT BE CONSIDERED FOR THE EVENT. If you would like to drop off your application in person, please call **773.665.4682** or email **Applications@StarEvents.com** to schedule an appointment.

TERMS AND CONDITIONS

**COMPLETED APPLICATION AND PAYMENT MUST
BE SUBMITTED PRIOR TO APPLICATION DEADLINE**

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 7 days after the application deadline. If accepted, payment will be processed within the next 3-5 business days. In the event that the participant's application is rejected, they will not be charged and checks will be destroyed. Please note: if making an online payment, a hold will automatically apply to the card. If rejected, this hold will expire after the acceptance date. An email stating the receipt of an application does not confirm nor guarantee acceptance. **An application will not be accepted without all necessary paperwork. Acceptances will be sent pending payment in full within 7 days of the acceptance email, or no later than one week before the start of the event, whichever is earlier.** There is no daily rate, and discounts will not be given to participants who forfeit their booth space. 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, if the participant is in violation of any of the Terms and Conditions, or if vendor fails to receive necessary approval from City of Chicago and Cook County Department of Public Health. In the event that an event is prevented, rendered impossible or infeasible by an act of God, any act or regulation of any public authority or bureau, civil tumult, strike, pandemic, epidemic, interruption or delay of transportation services, war conditions, emergencies, or any other similar or dissimilar cause beyond the control of either party (each a "Force Majeure Occurrence"), it is understood and agreed by the parties that there shall be no claim for damages by either party against the other and each party's obligations hereunder shall be deemed waived and any deposit monies paid to Vendor by Promoter shall be refunded to Promoter. Should a Force Majeure Occurrence necessitate the cancellation of event, Promoter will make reasonable efforts to reschedule event. If event cannot be rescheduled, Promoter will reimburse Vendor for any payments made. **No revenues are guaranteed or implied by SE in connection with participation in the event.**

Photos: All Artisan and Merchant vendors are required to provide (2) photos of their work. These photos will be juried and will be used to determine acceptance into the festival. It is of best interest to the participant to use clear, clean, and professional photographs that best represent your complete work. Submitted photos will not be returned. Non Profits and Food Vendors do not need to send in pictures.

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. A \$50 late application fee will apply. 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.

(CONTINUED)

TERMS AND CONDITIONS

COMPLETED APPLICATION AND PAYMENT MUST BE SUBMITTED PRIOR TO APPLICATION DEADLINE

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 able to pull their car up to the booth space to unload their vehicle ONLY for one hour. Their car MUST be taken off the venue before the set up of the tent and booth. 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 details will be sent via email no later than (1) week before the event. **Booth spaces, event dates, and event times are subject to change before the event due to on-site logistical matters.**

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. 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 load out (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. If you found in violation of this rule, StarEvents will charge you an additional fee based on the amount of additional space taken. **The location of participants space will be determined by SE, and reserve the right to adjust the venue prior to the event.** If store is on the venue, we will try to put you in front of your store if within the vendor space area

Equipment: You must have a **WHITE** tent to participate in a SE production. If you do not have a **WHITE** tent, you must rent one from us in order to participate in the event. Tents can not exceed 10 feet in height. All tents must be properly weighted prior to the start of the event. Weights are provided with rental tents only. **SE is not responsible for weighing down your personal tent.**

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. Signage may not be flown or raised above the tent canopy **and sign pole. 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 determine to create conflict with adjacent participants. Please respect your neighbors.

(CONTINUED)

TERMS AND CONDITIONS

COMPLETED APPLICATION AND PAYMENT MUST BE SUBMITTED PRIOR TO APPLICATION DEADLINE

Electricity: Electricity is only available by renting from the event. If purchased, you will be provided 3 outlets, 20 amps each. Edison plugs only. Participants will be restricted from using personal generators due to the noise, exhaust, and safety factors. If you need 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 on-site.

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. Refunds will not be issued for participants who are dismissed or are 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. **Additionally, vendors must secure owned and non-owned automobile insurance not less than one million dollars (\$1,000,000) per occurrence.**

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.

Indemnification: Vendor hereby indemnifies and holds harmless West Loop Art Fest, StarEvents and their parent, subsidiary, and affiliate companies, and each of their respective officers, directors, members, employees, representatives, successors, agents and assigns, and such other parties reasonably requested by Company, including, without limitation, TERMS & CONDITIONS governmental authorities (collectively, the "Indemnified Parties") from and against any and all third party claims, losses, liabilities, suits, damages, causes of action and costs (including reasonable court costs, expenses and third party legal fees and suffered or incurred by the Indemnified Parties arising out of, connected with, or as a result of: (i) Vendor or any Vendor's representatives, independent contractors, employees, agents, and assigns' negligence; and/or (ii) Vendor or any of Vendor's representatives independent contractors, employees, agents, and assigns' actions or omissions in connection with the event or breach of this agreement or any of Vendor's representations and warranties hereunder, except for those liabilities, damages and expenses arising from the gross negligence and/or willful misconduct of West Loop Art Fest. West Loop Art Fest and/or any party related thereto shall not be responsible for any damage or loss to any of Vendor's property or equipment. In addition, Vendor, on behalf of itself and all parties related to Vendor, does expressly release West Loop Art Fest and all parties related to West Loop Art Fest from all claims for loss, damage, or injury arising from any cause whatsoever.

I have read and accept the Terms and Conditions.

Signature _____

Print Name _____ Date _____





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

SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION

FEE: 75.00 PER VENDOR. (Upon approval you will be sent a link to pay for the license on-line). THIS APPLICATION MUST BE SUBMITTED 20 CALENDAR DAYS PRIOR TO THE EVENT
 Please type or print clearly. Application will be returned if not completed in its entirety.

EVENT INFORMATION

Name of Event _____

Address of Event (Range if possible) _____

Date(s) of Event _____ Hours of Event _____

Event Food Coordinator _____ Phone # _____ Email _____

VENDOR INFORMATION

Legal Name of Food Vendor _____ Contact _____

Phone # (_____) _____ Email _____

Address of Food Vendor _____ City _____ State _____ Zip Code _____

Illinois Department of Revenue (IDDR) # (up to 8 digits) _____

Dept. of Business Affairs & Consumer Protection ACCOUNT # (up to 6 digits) _____

If you do not know your account # please call (312) 74-GOBIZ. If you do not have a City of Chicago Department of Business Affairs & Consumer Protection Account #, you will need to complete Business information form on **pages 28 & 29**.

Summer Food Festival Sanitation Certificate # _____ (Please attached a copy of the certificate to this application)

For a list of Summer Sanitation Class locations and dates click on: <https://www.chicago.gov/content/dam/city/depts/dca/Neighborhood%20Festivals/summersanprovd.pdf>

Print Name _____ Title _____

Signature (Must be signed by an owner or officer) _____ Date: ____/____/____

List the name and address of the licensed food establishment to be used for the initial food preparation and the storage and sanitation of the equipment to be used. If you are not using your own facility, attach a letter from the 3rd Party location owner/operator. **Note: NEITHER FOOD NOR EQUIPMENT MAY BE STORED IN THE HOME.**

Describe how time/temp requirements (cold foods at 41 degrees F or below, hot foods at 135 degrees F or above) are maintained during the transport of food to the event. (I.e. refrigerated cold storage containers, refrigerated truck).

List the source(s) where food items will be purchased. (Include name and address. Retain all receipts for inspection).

I understand that the holder of a current Summer Festival Food Sanitation Certificate must be present in each booth and have an original copy of the certificate at all times that food is being handled.

Check to accept

I understand that a portable, one-piece, self-contained hand sink is required at the special event booth.

Check to accept

I understand that **mechanical** refrigeration is required on-site if perishable food will be cold held at the event.

Check to accept

Date of most recent health inspection at restaurant/commissary used for initial food preparation and storage of equipment (must be dated within the prior 6 months). For restaurants/commissaries located within the City of Chicago, an inspection can be requested by emailing cdphfood@cityofchicago.org

____/____/____

If the restaurant / commissary is located outside of the City of Chicago, a copy of the most recent health inspection report must be submitted with application).

Menu Item (i.e. Italian beef, spaghetti, ice cream, French fries)	Ingredients (i.e. beef, rice, tortillas, cheese, bread)	How is it prepared <u>at event</u> ? (i.e. grilled, fried, no on-site prep)	Equipment Used For Prep, Cold/Hot Holding, Cooking <u>At Event Booth</u> (i.e. refrigeration, steam table, grill, freezer)	Final Internal Cooking Temp °F (<u>Not</u> oven/coil temp)
				°F
				°F
				°F
				°F
				°F
				°F
				°F

Are condiments provided for customer self-service? Yes No

If yes, list them below and how they are dispensed.

All questions must be answered, or the application will be denied.

Special Event Food Booth Layout

(Required with all applications)

Show "Receiving" location. Hand draw in the shapes to represent the equipment as they will be set up at the event.

Note: Mechanical Refrigeration is required if the vendor has any cold-held perishable menu items. Also, a location for Hand Washing must be shown on the layout and be aware that NO DISHWASHING is allowable on-site so this should not be done or shown on the layout.

Restaurant Name: _____

