

EVENT OVERVIEW

September 9, 2023
Saturday 12-7pm

APPLICATION DEADLINE

July 31, 2023

PERMIT APPLICATION DUE

August 4, 2023

LOAD-IN LETTER SENT

August 29, 2023

**Completed application
must be submitted prior
to application deadline.**

Food Vendor Application



**World
Dumpling
Fest**



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 I will receive a \$500 staffing stipend and compensation for every 3 oz serving distributed at the event with a 1500 minimum for compensation.
- _____ I understand that I am only authorized to sell my designated type of dumpling, however, I am allowed to sell up to 2 filling options for my designated dumpling.
- _____ I understand that I am responsible for keeping track of the Tasting Tickets collected during the event. I will only receive compensation for each ticket presented at the end of the event.
- _____ I understand that each ticket is valued at \$1 and each ticket presented by an attendee should be exchanged for one 3oz serving.
- _____ My booth will remain open for the entirety of the event unless approval is given to leave early by a StarEvents team member.
- _____ If renting equipment, I have provided a \$200 deposit made payable to StarEvents, Inc. and understand that if any equipment is lost or damaged my check will be deposited.
- _____ I understand that I must comply with the City of Chicago's propane and/or hot holding and cold storage regulations.
- _____ I will only bring my car onto the venue during my hour window for vendor load-in and will do so safely and while following instructions from the StarEvents team member.
- _____ I will not attempt to sell products or goods not included in my application.
- _____ I will only sell 200 servings per hour. After 200 servings, I will take a 20 minute distribution break to ensure I have enough servings to make it to the end of the event. I understand this limitation will end during the last two hours of the event.
- _____ 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.

Vendor Name (please print): _____ Date: _____



VENDOR APPLICATION

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Applicant Information:

Business Name _____

Contact Name _____

Address _____ City _____

State _____ Zip Code _____ Phone/Cell _____

Email _____ Tax ID/SSN _____

Dumpling Description _____

Please List 2-3 Filling Options _____

Is this your business:

☐ Woman Owned

☐ LGBTQ+ Owned

☐ Minority Owned

☐ Veteran Owned

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 Menu
4. 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. Completed City of Chicago Special Event Application
4. Copy of Summer Sanitation Certificate
5. Copy of Health Inspection
(dated within 6 months of this event)
6. Copy of Certificate of Insurance

VENDOR APPLICATION

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Dumpling Information

- ☐ My dumpling option is savory
- ☐ My dumpling is a sweet or dessert option
- ☐ I will offer a vegetarian or vegan option

Name of Dumpling: _____

One 3 oz serving is _____ dumplings

ex: One empanada or three potstickers

Country or Culture of Origin: _____

Rental Equipment (please specify)

Side Wall (per side) \$35 x _____ = \$ _____

6' Table \$25 x _____ = \$ _____

Chair \$10 x _____ = \$ _____

Sign Pole \$55 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 \$ _____

Included Equipment

- Tent (10'x10')
- Front Counter with Skirting*
- Sign Pole
- Menu Banner
- Standard Electric (Edison plugs only;
3 outlets/60 amps)
- Access to a Shared Hand Washing Sink

☐ *Please check this box if you require a special
plug for you food preparation equipment. If yes,
you must submit a picture of the plug and the
NEMA number with application

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.

Payment Method For Rental Equipment

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. **You must send a \$200 deposit check if renting any equipment for the event.**

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

☐ Check # _____

☐ Deposit Check # _____

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 _____

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](https://starevents.com).**
- ☐ Sign and initial the Vendor Agreement.
- ☐ Sign the Terms & Conditions confirming you have read and agree.
- ☐ Sign the bottom of the application on page 3 confirming that all information provided is true.
- ☐ If renting equipment, include a \$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.
- ☐ If you have any questions regarding the application please check out **FAQ** page on [StarEvents.com](https://starevents.com)
- ☐ 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

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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. An email stating the receipt of an application does not confirm nor guarantee acceptance. **An application will not be accepted without all necessary paperwork.** 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.

Photos: All 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. 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 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.

(CONTINUED)

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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 are responsible for providing all necessary cooking and kitchen equipment. Including but not limited to: refrigeration, hot or cold holding stations, serving utensils, etc.

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 determined to create conflict with adjacent participants. Please respect your neighbors.

Electricity: For non food vendors, 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.

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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 accosted 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 World Dumpling 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 World Dumpling Fest.. World Dumpling 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 World Dumpling Fest and all parties related to World Dumpling 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 _____