



Food Truck Vendor Application
2017 Pilsen Food Truck Social
Saturday & Sunday, June 10th & 11th 2017
11am-10pm
On 18th Street at Allport

- ✓ Regular menu items can be sold onsite for CASH to the event patrons
- ✓ Food Trucks are required to offer one SAMPLE SIZE / TASTING portion of food representative of the vendor/restaurant for a Sample Ticket
- ✓ Food Vendors are not permitted to sell alcoholic beverages

APPLICANT INFORMATION

Food Truck Name: _____

Legal Name: _____

Required DBACP Account #: _____

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

* If you do not *know* your account number call (312) 74-GOBIZ.

* If you do not *have* a DBACP Account Number visit www.cityofchicago.org/businessaffairs

Please describe the regular menu food and beverage items being sold onsite and pricing:

*Food Truck Vendors must offer one sample size / tasting portion from their onsite menu that represents their food truck or a main dish / entrée sold onsite. Please do not just offer a side (like fries or coleslaw) as the sample item. Event patrons will pay **\$20 for SIX (6) Sample Tickets** that they can use to purchase a sample at any food vendor onsite. Food Vendors will receive a **\$2.50 reimbursement** from Optimum Events per every Sample Ticket collected and turned in post-event. If you do *not* sell any food items on your regular menu for more than \$3.33 and cannot create a special sample size food item for \$2.50 reimbursement please contact optimumeventschicago@gmail.com to be removed from sample ticket program. See Vendor Contract Section 4 C for more details.*

Name and briefly describe the food item that will be sold as a “sample size” for the Sample Ticket and \$2.50 reimbursement (this description will appear on the event website and signage onsite):

Website, Twitter, Facebook, Instagram, Etc.: _____

Primary Contact Name: _____

MAILING Address: _____

City: _____ State: _____ Zip: _____

Primary Contact Phone: _____ Cell Phone: _____

Primary Contact Email: _____

APPLICATION, CONTRACT & PAYMENT DEADLINE: May 5th, 2017

Notification of Acceptance/Rejection (email): May 12th, 2017

Vendor Placement, Load In Instructions & Site Plan (email): June 7th, 2017

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Onsite contact the same as primary business contact? ☐ Yes ☐ No

If same contact, you do not need to fill out onsite contact info section

*Onsite Contact Name: _____

*Onsite Contact Cell Phone: _____

*Onsite Contact Email: _____

REQUIRED Exact Dimensions of Food Truck: _____ **Length** _____ **Width** _____

FOOD TRUCK VENDOR SPACE FEES

- ☐ Food Truck, 10'x20' Space.....\$ 550
☐ Food Truck, 10'x30' Space.....\$ 775

Vendor Space Fee \$ _____

ILLINOIS FOOD TRUCK OWNERS ASSOCIATION MEMBER VENDOR SPACE FEES

- ☐ Food Truck, 10'x20' Space.....\$ 450
☐ Food Truck, 10'x30' Space.....\$ 675

Food Truck must be a current member in good standing of the Illinois Food Truck Owners Association (IFTOA)

Vendor Space Fee \$ _____

FILL IN AND ADD THE FOLLOWING FEES

Vendor Space Fee	*City Single Event Food Truck Vendor License Fee = \$75	TOTAL AMOUNT DUE
\$ +	\$ =	\$

* ☐ **I AM SUBMITTING** the City Single Event Food Truck License Application (\$75)

☐ **I ALREADY HAVE** a 2017 180-Day License (\$0)

SUBMITTING PAYMENT

- | | |
|---|--|
| <input type="checkbox"/> Check or Money Order

<input type="checkbox"/> Credit Card | Payable to: Optimum Events LLC
Mail to: Optimum Events LLC PO Box 4338 Oak Park IL 60304

PayPal Invoice – payable online from emailed link (processing fee applies)
Email address required: _____ |
|---|--|

SUBMITTING APPLICATION

Applications will not be considered unless full payment and signed contract are received.

Completed applications can be mailed to: Optimum Events LLC PO Box 4338 Oak Park IL 60304 OR emailed to optimumeventschicago@gmail.com.

Submission of application does NOT guarantee acceptance. Notification of acceptance or rejection will be sent via email by May 12th if application received May 5th. Contact optimumeventschicago@gmail.com.

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FOOD TRUCK VENDOR REQUIRED MATERIALS CHECKLIST

_____ *COMPLETED VENDOR APPLICATION and PAYMENT IN FULL FOR ALL FEES*

- Including complete applicant information, payment & signed contract

_____ *CERTIFICATE OF INSURANCE*

- Food vendor MUST have general liability insurance listing:
 - Certificate Holder: City of Chicago Department of Business Affairs & Consumer Protection 121 N LaSalle St, 8th Floor Chicago, IL 60602
 - Additionally insured: City of Chicago, City of Chicago Department of Business Affairs & Consumer Protection, City of Chicago Department of Cultural Affairs & Special Events, Optimum Events LLC, Criterion Productions, Saint Procopius Church

_____ *COMPLETED CITY OF CHICAGO SINGLE EVENT FOOD TRUCK VENDOR LICENSE APPLICATION*

- Food Truck must complete the attached City of Chicago's Single Event Food Vendor License Application in its entirety including signature of the owner of record.

OR

_____ *SUBMIT COPY OF 180-DAY MULTI-EVENT FOOD VENDOR LICENSE*

- Vendor must submit a copy of their City of Chicago's 180-Day Temporary Food Vendor License. Apply for the 180 Day License by contacting Greg Adams greg.adams@cityofchicago.org.

_____ *VENDOR IS IN GOOD STANDING WITH CITY OF CHICAGO*

- City of Chicago will not issue temporary Food Vendor License if Vendor has outstanding debt in business or personal name. (parking tickets, awning or café permit fees, etc.) In order to check whether an account has any holds call (312) 74-GOBIZ

_____ *COPY VENDOR'S W9*

- Optimum Events will need a W9 on file for vendors to receive sample ticket reimbursement payments

_____ **I have included copies of all of the additional materials listed above and required to complete my application.**

Initial

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2017 Pilsen Food Truck Social Food Truck VENDOR CONTRACT:

This Vendor Contract is between _____ ("Vendor") and Optimum Events LLC ("Optimum") in regards to the Pilsen Food Truck Social event ("Event").

Section 1. Grant of Space

Upon acceptance, which shall be given or withheld in Optimum's sole discretion, and upon receipt of application, signed contract, and payment, Optimum will grant Vendor the right to use, on the terms and conditions herein, a designated space in Festival ("Space") on June 10th & 11th, 2017. The Event will take place on 18th Street between Racine and Allport, on Allport between 18th Street and 16th Street, and possibly portions of 16th Street. Vendor will be emailed notification of acceptance by May 12, 2017. Payment will be refunded (minus any credit card processing fees) if application is not accepted. Site plan, Space assignment & load-in instructions will be emailed by June 7th, 2017.

Section 2. Laws and Permits

- A. Vendor must comply with all relevant local, state and federal laws.
- B. Vendor is responsible for obtaining and paying for any and all business licenses and taxes that are required for its operation, including state sales tax.
- C. Vendor must provide Optimum with a valid DBACP Account number in order to sell merchandise at Festival.
- D. Optimum is required by law to provide the IL Dept. of Revenue a complete list of Vendors participating in Festival.
- E. Vendor will not be allowed to participate unless Vendor is in full compliance with all city and state requirements and other responsibilities under this Agreement, including but not limited to the timely submission of certificates and required documents and timely payment of the participation fee.

Section 3. Use of Space; Vendor Conduct

- A. Vendor's use of Space is non-transferable. Vendor may not allow anyone else to use Space without the express permission of Optimum.
- B. Optimum offers no guarantees or warranties of any kind. Festival occurs rain or shine. There will be no refunds whatsoever if any unforeseen circumstances, acts of God, weather, terrorism, or war result in the cancellation of the event. Once application is submitted, refunds will only be given if application is rejected by Festival.
- C. Space is provided "as-is". Limited numbers of tables, chairs, canopies, and electricity hook ups are available to rent from Festival. Vendors requiring rented equipment must enclose the required fee and order each item on the application.
- D. Vendor must keep set up and merchandise within allotted boundaries of Space. Space will be assigned and notification given by Optimum to Vendor via email by Vendor Placement & Site Plan Date indicated on application.
- E. Vendors shall not be permitted to amplify music without prior written consent of Optimum.
- F. Vendors must be set up and ready for operation by 11am Saturday (the official opening time of Festival) and must vacate Festival grounds no later than three hours after the official closing time of Festival. Vendor may not vacate Festival prior to the official closing time of 10 pm Sunday without the express permission of Optimum.
- G. It is at Vendor's own risk to leave any equipment (besides rental equipment) or product belonging to Vendor on Festival site overnight, and Optimum cannot be held responsible for any loss or damage to said product or equipment.
- H. Vendor must remove its own trash from Space and dispose of it properly in containers provided by Optimum. Vendor must leave Space trash-free and in the same condition as initially provided. Vendor will be charged **\$150 FINE** for any debris or trash left on site with photographic evidence.
- I. Vendor must wait until any hot coals are cool to the touch prior to dumping in Festival dumpster. Dumping hot coals in Festival dumpster (coals not cool to the touch) is a safety hazard and will result in a **\$1,000 FINE**.
- J. All the terms of Vendor Application and Notes associated therewith are incorporated in and made a part of this Vendor Contract.

Section 4. Merchandise/Food

- A. Festival management may inspect Vendor merchandise/food at any time to determine it is consistent with the menu represented in the Vendor's application. Optimum may terminate Vendor's rights granted herein if Vendor's food is not consistent with its application.
- B. In accordance with Illinois law, Vendor is prohibited from selling baby food, infant formula, or similar products or any pharmaceuticals, over-the-counter drugs, or medical devices.
- C. Vendor to offer a sample size portion of food from their regular menu which has a retail value of at least \$3.33 or more in exchange for a Sample Ticket purchased and turned in by a patron onsite. The sample item must be available during all hours of the festival. Vendor will be reimbursed \$2.50 per sample ticket collected. Tickets collected each day can be counted by Food Vendor representative and turned in between 10pm-11pm in person to Kara Salgado at the event site headquarters OR mailed in to Optimum Events LLC PO BOX 4338 Oak Park IL 60304 by June 16th. Optimum Events staff will recount the tickets and require Vendor signature to confirm final total count. All sample ticket reimbursements will be made within two (2) weeks of the submission of tickets and the Vendor's W9 will be required for reimbursement payments. A \$2.50 reimbursement per Sample Ticket will be mailed by Optimum Events to the vendor's mailing address listed on this

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application. Event management is not responsible for Sample Tickets misplaced or lost by Vendor. Event management will offer to double count the tickets onsite between 10pm-11pm each night, require a signature of the Vendor to confirm count, and will reimburse only the total amount confirmed by event management's final approved count. Reimbursements will be paid and mailed within two (2) weeks of the submission of tickets and any discrepancies in the total count will be communicated promptly. The event will charge the patron \$20 for 6 sample tickets and Optimum will retain \$5 per \$20 set of 6 tickets sold to cover marketing, administrative and operational costs. The sample item should not be a side like fries or coleslaw, it should be a small tasting or special sample portion of one of your signature dishes / regular menu items. No food item you normally sell for less than \$3.33 should be the sample item. If you do not sell any food items on regular menu for more than \$3.33 please contact optimumeventschicago@gmail.com to be removed from sample ticket program.

Section 5. Indemnification and Release

- A. Vendor will release and will hold harmless Pilsen Food Truck Social, Optimum Events LLC, Criterion Productions, Saint Procopius Church, Thalia Hall, Empty Bottle Presents, The City of Chicago Department of Cultural Affairs and Special Events, and City of Chicago Business Affairs and Consumer Protection from any and all claims arising from any injuries, losses or damages (whether to person or property) caused by Vendor, Vendor's merchandise, or Vendor's participation in Festival.
- B. Vendor agrees to indemnify Pilsen Food Truck Social, Optimum Events LLC, Criterion Productions, Saint Procopius Church, Thalia Hall, Empty Bottle Presents, the City of Chicago Department of Cultural Affairs and Special Events and City of Chicago Business Affairs and Consumer Protection from any and all expenses arising because of any such claim.

Section 6. Advertising

- A. Any Vendor wishing to advertise must do so at its own expense. Any advertising of Festival must be approved in writing by Optimum prior to publishing.

Section 7. Causes for Denial of Selling Privileges; Disciplinary Actions

- A. Any Vendor who seeks to evade payment, refuses to make payment of the proper rental and space fees or ignores the festival operational guidelines will be denied selling privileges.
- B. Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on Festival premises and will be cause for denial of selling privileges.
- C. If Optimum learns of written or verbal complaints against Vendor showing reasonably conclusive evidence that Vendor has practiced deception by either: (i) displaying or selling merchandise packaged to misrepresent the quality or condition of such merchandise, or (ii) giving false information regarding the origin, variety, quality, condition or value of the merchandise, Optimum may terminate the rights granted to Vendor herein and/or take other appropriate action.
- D. Optimum may take appropriate action against any Vendor who fails to comply with relevant laws (federal, state, and local), this Vendor Contract, or other rules established by Optimum. Such actions may include, but are not limited to, termination of the rights granted to Vendor herein, permanent denial of selling privileges, or other relief deemed necessary by Optimum.

Optimum may impose additional rules and regulations, as Optimum deems necessary. Optimum will notify Vendor of these additional rules. Please make a copy of this contract for your records. Signed contracts will remain at the Optimum office.

2017 PILSEN FOOD TRUCK SOCIAL – FOOD TRUCK VENDOR CONTRACT EXECUTION

Vendor Printed Name

Vendor Signature Date

Optimum Events LLC PO BOX 4338 Oak Park IL 60304

Submission of application does NOT guarantee acceptance. Notification will be sent via email by the Notification of Acceptance/Rejection date listed on the application. Once accepted, no refund will be rewarded if City application is incomplete or unsatisfactory causing accepted Vendor not to receive City permit. Be sure to fill out the City application pages if required completely and include signature. If you have any questions or need more information, please contact: Kara Salgado, Optimum Events LLC optimumeventschicago@gmail.com 773-350-2672.

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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. The \$75 Fee is included
in vendor application fee payable to Optimum Events.
Please type or print clearly. Application will be returned if not completed in its entirety.

Name of Event

Address of Event

Date(s) of Event

Hours of Event

Name of Sponsoring Event/Coordinator

Phone Number

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: _____