



Restaurant 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 Vendors 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

Restaurant Name: _____

Restaurant's Address: _____

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 Vendors must offer one sample size / tasting portion from their onsite menu that represents their restaurant 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: _____

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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Primary Contact Phone: _____ Cell Phone: _____

Primary Contact Email: _____

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: _____

RESTAURANT VENDOR SPACE FEES

- ☐ Food Vendor, 10'x10' Space.....\$ 500
- ☐ Food Vendor, 10'x20' Space.....\$ 900
- ☐ Food Vendor, 10'x30' Space.....\$ 1350

Fee includes indicated space size and use of one side of a double sided hand-wash sink.

Vendor Space Fee \$ _____

PILSEN (LOWER WEST SIDE) RESTAURANT VENDOR SPACE FEES

- ☐ Food Vendor, 10'x10' Space.....\$ 250
- ☐ Food Vendor, 10'x20' Space.....\$ 450
- ☐ Food Vendor, 10'x30' Space.....\$ 650

*Vendor must have an operating restaurant located with an address in the Pilsen neighborhood or Lower West Side of Chicago.
Fee includes indicated space size and use of one side of a double sided hand-wash sink.*

Vendor Space Fee \$ _____

PILSEN RESTAURANTS LOCATED ON 18TH STREET BETWEEN RACINE AND THROOP VENDOR SPACE FEES

- ☐ Food Vendor, 10'x10' Space.....\$ 0
- ☐ Food Vendor, 10'x20' Space.....\$ 300
- ☐ Food Vendor, 10'x30' Space.....\$ 500

*Vendor must have an operating restaurant located with an address on 18th Street between Racine & Throop.
Fee includes indicated space size and use of one side of a double sided hand-wash sink.*

Vendor Space Fee \$ _____

OPTIONAL RENTAL EQUIPMENT

| | | | |
|--|-----------|----------|--|
| <input type="checkbox"/> 10'x10' Tent \$200 | Qty _____ | \$ _____ | <i>Ordered Rental Furniture (chairs/tables) will be available for pick up at a central location to the site during load-in. Any other necessary equipment including lights for tent must be provided by vendor. All rental furniture must be returned and checked in at the same location on Sunday evening post-event to avoid fines.</i> |
| <input type="checkbox"/> 10'x20' Tent \$300 | Qty _____ | \$ _____ | |
| <input type="checkbox"/> Tent Wall \$15 per 10' | Qty _____ | \$ _____ | |
| <input type="checkbox"/> Counter \$20 per 10' | Qty _____ | \$ _____ | |
| <input type="checkbox"/> Sign Pole \$10 per set | Qty _____ | \$ _____ | |
| <input type="checkbox"/> Chair \$10 | Qty _____ | \$ _____ | |
| <input type="checkbox"/> 6-foot Table \$20 | Qty _____ | \$ _____ | |
| | | | Total Rental Equipment Fee \$ _____ |

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OPTIONAL ELECTRIC RENTAL

*If electricity is required, it MUST be purchased through this form. NO PERSONAL GENERATORS
Items requiring special plug will require an additional fee, please contact Optimum Events for details.*

☐ YES, I need electricity **\$200** (40amps)

AND I need additional electricity **\$100** (per 20amps) Qty ____ \$ ____

☐ NO, I do not need electricity

All outlets are standard household 3 prong plugs, do you require any special plugs? ☐ YES ☐ NO
If yes, describe the plug, including NEMA code, volts and amps. Special Plugs will require additional fee.

You must list ALL equipment requiring power. DO NOT underestimate your electrical needs. Underestimates of power usage will result in a **\$500 FINE**, restriction of equipment, or immediate ejection from the festival.

| Appliance Type | Qty | Amps |
|----------------|-----|------|
| | | |
| | | |
| | | |
| | | |

Please bring a 100-foot outdoor extension cord to guarantee access to your electrical outlet.

Total Electrical Fee \$ _____

FILL IN AND ADD THE FOLLOWING FEES

| Vendor Space Fee | Optional Rental Equipment Fee | Optional Electric Rental Fee | *City Single Event Food Vendor License Fee = \$75 | TOTAL AMOUNT DUE |
|-------------------------|-------------------------------|------------------------------|---|------------------|
| \$ + | \$ + | \$ + | \$ = | \$ |

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

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

SUBMITTING PAYMENT

☐ Check or Money Order Payable to: Optimum Events LLC
Mail to: Optimum Events LLC PO Box 4338 Oak Park IL 60304

☐ Credit Card *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 VENDOR REQUIRED MATERIALS CHECKLIST

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

- Including complete applicant information, space fee, rentals, 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 VENDOR LICENSE APPLICATION*

- Vendor 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

_____ *SUBMITTED 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.

_____ *SUMMER FESTIVAL SANITATION CERTIFICATION COPY*

- Sanitation Certification Number: _____
- Food Vendor representative must attend a current year Summer Festival Sanitation Training class prior to the festival. Call 312-746-8030 or IL Restaurant Association, 312-787-4000 for a schedule of Sanitation Training classes.
- The person(s) listed on the Sanitation Certificate(s) provided must be present at the booth at all times. Multiple certificates are recommended.

_____ *CURRENT HEALTH DEPARTMENT KITCHEN INSPECTION COPY – AND – IF NECESSARY – SIGNED AFFIDAVIT OF PERMISSION OF USE*

- Food Vendor must have current (dated after January 10 2017) health inspection of the kitchen listed on the City application where food is being prepared / prepped for the fest.
- If Vendor is not the business owner listed on the above licensed kitchen health inspection, a signed affidavit from the owner of the licensed kitchen indicating permission of use to the vendor for the festival must also be submitted.

_____ *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 RESTAURANT 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 credit card processing fee if paid by credit card) 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.

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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 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 – RESTAURANT 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 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 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. 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.

EVENT INFORMATION:

Name of Event

Address of Event

Date(s) of Event

Hours of Event

Name of Event Sponsor

Event Coordinator

Phone Number

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.

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. refrigerated cold storage containers, refrigerated truck capable of maintaining temperatures of 40° F or below) Hot foods must be maintained at a temperature of 140° F or above. List the temperatures food items will be cooked to indicate the location of restroom facilities within proximity to the food vending booth on the attached site plan.

Describe hand washing facilities at the food vending booth. Portable 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. A copy of the following must be attached to each application: *Site Plan, Summer Festival Food Vendor sanitation certificates(s), signed affidavit, if you received permission to use a licensed kitchen.* A copy of your current health inspection must be attached to each application.

SPECIAL EVENTS MENU APPROVAL REQUEST

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)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

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

Food Item 1

Food Item 2

Food Item 3

Food Item 4

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)

Food Item 1

Food Item 2

Food Item 3

Food Item 4

Describe the method of cooking at the event: Raw animal products must be cooked to the following internal temperature for at least 15 seconds: Poultry and stuffed foods - 165° F; Pork; ground, diced or shredded meats and fish; eggs cooked in advanced - 155° F; whole cut meats and fish, eggs 145° F. List the temperatures food items will be cooked to.

Food Item 1

Food Item 2

Food Item 3

Food Item 4

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