



Green Music Fest – FOOD VENDOR APPLICATION

June 26th & 27th, 2010 - Chicago Avenue between Ashland and Noble - 12-10pm
www.greenmusicfestchicago.com

Green Music Fest will feature primarily “green” retail, service, and display vendors. There are no limitations on the type of food sold at Green Music Fest; however priority will be given to local West Town restaurants, and those vendors selling vegetarian, organic, and locally grown items.

Food vendors are required to use eco-friendly food service disposable items such as plates, containers, napkins, utensils, plastic bags etc...

- Vegetable starch, corn, soy, or sugar based compostable and/or biodegradable plastic is permitted
- Recycled paper products are permitted
- Recyclable aluminum soda cans are permitted

Here are some potential sources* for eco-friendly disposable food service items:

- Eco Promotional Products, Inc. www.ecopromotionsonline.com 224-207-8942
- Eco-Products Inc. www.ecoproducts.com 303-449-1876
- Branch Home www.branchhome.com 415-626-1012
- Kokopelli’s Green Market www.kokogm.com 800-210-0202

** Please note that these sources are not endorsed nor affiliated with the event, you may use any other preferred valid source for earth friendly food service and tableware items.*

Items that are prohibited:

- No plastic bottles – NO BOTTLED WATER nor bottled soft drinks
- No Styrofoam containers or products
- No “regular” plastic items made from petroleum which is not compostable nor biodegradable
- No regular “virgin” paper items - NO non-recycled paper products

Green Music Fest Food 10’ x 20’ Vendor Space.....\$1125*
10’ x 10’ Vendor Space.....\$825*

** Fee Includes: white canopy tent with water barrels (other tents will not be permitted), use of one side of a double sided hand-wash sink, and City of Chicago food vendor license fee.*

Please X if you qualify for one of the discounts listed below. Only one discount will apply per vendor and discount only applies to the \$1125 or \$825 space fee – not to any rental equipment costs.

- 15% Discount for Vendors endorsed* by the Chicago Center for Green Technology (CCGT) whom submit complete application, contract and payment by May 15th deadline
- 15% Discount for Members of the West Town Chicago Chamber of Commerce and
- 25% Discount for 2009 Green Music Fest Food Vendors

**Endorsed CCGT vendors will be contacted to participate in GMF directly by CCGT.*

OPTIONAL RENTAL EQUIPMENT AVAILABLE: (Please X required equipment)

- 20 Ft. Tent Back Wall.....\$120
- 10 ft. Tent Back Wall.....\$100
- Table 30" x 6'.....\$20 ea. X Quantity ____=\$____
- Chair.....\$5 ea. X Quantity ____=\$____
- Two Electricity Outlets up to 40AMPS.....\$100

Please indicate exactly what you will be plugging into the outlet – be as specific as possible i.e. the wattage, amps, model of equipment, type of plug, etc....anything requiring over two outlets or 40 AMPS, there will be an additional fee TBD.

Any other necessary equipment, including counters, lighting, signage, etc... must be provided by vendor.

VENDOR APPLICATION:

CONTACT NAME: _____

BUSINESS NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS (REQUIRED): _____

EVENT DAY ONSITE CONTACT PERSON: _____ MOBILE _____

ILLINOIS BUSINESS TAX ID NUMBER / IBT# _____

TYPE OF FOOD TO BE SOLD & PRICE RANGE:

TYPE OF BEVERAGES TO BE SOLD & PRICE RANGE:

X TO INDICATE THAT YOU ARE PLANNING TO USE EXCLUSIVELY ECO-FRIENDLY, BIODEGRADABLE, COMPOSTABLE, AND/OR RECYCLED FOOD SERVICE DISPOSABLE PRODUCTS AS DESCRIBED ON PAGE 1

BRIEFLY DESCRIBE ANYTHING ELSE THAT QUALIFIES YOU AS AN ECO-FRIENDLY OR "GREEN" FOOD VENDOR:

REQUIREMENTS: *Please X the boxes below to show compliance with requirements and enclosures.*

Food Vendor representative must attend a Summer Festival Sanitation Training class within one year of the festival and hold a Sanitation Certificate for Temporary Food Service. Call 312-746-8030 for a schedule of Sanitation Training classes. The person listed on the Sanitation Certificate must be present at the booth at all times.

COPY OF SANITATION CERTIFICATE ENCLOSED

Sanitation Certificate Number _____

Food Vendor must have commercial general liability insurance

COPY OF CERTIFICATE OF INSURANCE ENCLOSED

Food Vendor must complete the **City of Chicago's Temporary Food Vendor License Application** (attached) in its entirety and enclose the original completed application with signature

COPY OF COMPLETED CITY TEMPORARY FOOD VENDOR LICENSE APPLICATION ENCLOSED

Food Vendor must have current (dated 2010) health inspection of the kitchen listed on the city application where food is being prepared and/or prepped for the fest

COPY OF CHICAGO HEALTH DEPARTMENT KITCHEN INSPECTION DATED 2010 ENCLOSED

Food Vendor must include their City of Chicago Department of Business Affairs and Consumer Protection (BACP) Business Account Number on City 's Temporary Food Vendor License Application

BACP Account Number _____

All vendors must sign a VENDOR CONTRACT (attached). CONTRACT ENCLOSED

_____ **Space Fee +** _____ **Rental Equipment Fees = TOTAL \$** _____ **ENCLOSED**

Please send complete Green Music Fest vendor application, City of Chicago Temporary Food Vendor License Application, required supplemental materials, signed contract, and payment to:

West Town Chamber of Commerce 1819 W. Chicago Ave., Chicago IL 60622 Fax 312-850-9414

Deadline: May 15th, 2010

For more information please contact Meredith at Criterion Productions 773.353.1579 or meredith@criterionproductions.com

www.greenmusicfestchicago.com

2010 Green Music Fest VENDOR CONTRACT

This Vendor Contract is between _____ (“Vendor”) and the West Town Chicago Chamber of Commerce (WTCCC). Each occurrence of the Green Music Fest is referred to as the “Festival”

Section 1. Grant of Space

Upon acceptance of the complete Vendor applications, signed contract, and receipt of payment, WTCCC will grant Vendor the right to use a designated booth in the Festival (the “Space”) on June 26th and 27th, 2010. The Festival will take place on Chicago Avenue between Ashland and Noble. Vendor will receive notification of official acceptance via email by May 30th, 2010. Refund of enclosed payment will be rewarded if application is not accepted. No refund will be rewarded to accepted vendors if City application is incomplete or unsatisfactory causing accepted vendor not to receive City permit. Final site plan, specific vendor space assignments, and load in instructions will be forwarded by Big Creek Productions via email by June 22nd, 2010.

Section 2. Laws and Permits

- Vendor must comply with all relevant local, state and federal laws.
- Vendor is responsible for obtaining and paying for any and all business licenses, permits, and taxes that are required for its operation, including state sales tax.
- Vendor shall provide WTCCC with a valid IBT Number in order to sell merchandise at the Festival

Section 3. Use of Space; Vendor Conduct

- Vendor’s use of the Space is non-transferable. Vendor may not allow any one else to use the Space without the express permission of WTCCC.
- WTCCC offers no guarantees or warranties of any kind. The Festival occurs rain or shine. No refunds or rain checks will be given. There will be no refunds whatsoever if any unforeseen acts of God, weather, terrorism, or war result in the cancellation of the event.
- The Space is provided as-is. Limited numbers of tables, chairs, canopies, and electricity hook ups are available to rent from WTCCC. Vendors requiring rented equipment must enclose the required fee and order each item on the application. Rentals: chairs and tables will be available for pick up at a central location on Saturday morning—and must be returned and checked in at that same location on Sunday evening. Missing rental equipment costs will be billed to vendor if not returned and checked in. Rented tents will be erected at the vendor location. Electric outlet will be available near vendor location; vendors should bring large outdoor extension cord to plug in.
- Vendor must weigh down tents brought in independently with sand bags or water barrels. If tents are not weighed down properly, management may choose to remove them and/or charge vendor for cost of additional water barrels = \$100.
- Vendor must keep its merchandise within the allotted boundaries of the Space. Space will be assigned and notification of allotted space given by WTCCC to Vendor via email approximately one week prior to the Festival.
- Vendors must be set up and ready for operation by Noon on June 26th and 27th, 2010 (the official opening time of the Festival) and must vacate the Festival grounds by three hours after the official closing time of the festival or by 1am on June 27th and 28th, 2010. Vendor may not vacate the Festival prior to the official closing time of 10PM without the express permission of WTCCC.
- Vendors must remove all products and equipment over night on June 26th, 2010 (with the exception of rented equipment). It is at the vendor’s own risk to leave any equipment or product belonging to the Vendor on the Festival site over night, and WTCCC cannot be held responsible for any loss or damage to said product or equipment. There will be at least one security guard guarding the entire site overnight.
- Vendor must remove their own trash from the Space and dispose of trash in containers provided by WTCCC. Vendors must leave the Space trash-free and in the same condition as when provided. Vendor will be charged \$150 penalty for any debris or trash left on site with photographic evidence.

Vendor Contract page 2

Section 4. Merchandise; Prohibited Items

- WTCCC may inspect Vendor merchandise at any time to determine that it is consistent with the merchandise represented in the application. WTCCC may revoke this contract if Vendor's merchandise is not consistent with its application.
- 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. Vendor may only sell cosmetics if Vendor has an identification card identifying Vendor as an authorized representative of the cosmetics manufacturer or distributor.
- Vendor is also prohibited from selling counterfeit items, unlicensed merchandise, guns, ammunition, alcohol, drug paraphernalia, items prohibited by Illinois or federal law, or any merchandise that WTCCC considers racist, discriminatory or offensive.

Section 5. Indemnification and Release

- Vendor will release and will hold harmless the West Town Chicago Chamber of Commerce (WTCCC), Criterion Productions, Big Creek Productions, Subterranean, and the City of Chicago Department of Environment's Chicago Center for Green Technology, City of Chicago 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 the Festival. Vendor agrees to indemnify WTCCC, Criterion Productions, Big Creek Productions, Subterranean, City of Chicago Department of Environment's Chicago Center for Green Technology, and the City of Chicago from any and all expense arising because of any such claim.

Section 6. Advertising

- Any Vendor wishing to advertise must do so at its own expense. Any advertising must be approved by WTCCC prior to publishing.

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

- Any Vendor who seeks to evade, is not green as described on application, or refuses to make payment of the proper rental and space fees will be denied selling privileges.
- Use of racial or ethnic slurs, profanities, derogatory language and other inappropriate behavior will not be tolerated on the Festival premises and will be cause for denial of selling privileges.
- If WTCCC learns of written or verbal complaints against a Vendor showing reasonably conclusive evidence that the 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, WTCCC may revoke this contract or take other appropriate action.
- WTCCC 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 WTCCC. Such actions may include, but are not limited to, revocation of this contract, permanent denial of selling privileges, or other relief deemed necessary by WTCCC.

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

Vendor Printed Name

Date

Vendor Signature



MAYOR'S OFFICE OF SPECIAL EVENTS
SPECIAL EVENT PERMIT APPLICATION
 THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SPECIAL EVENT FOOD LICENSE APPLICATION

FEE: \$ 125.00 PER VENDOR-The Green Music Fest vendor fee covers this fee.

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

Please type or print clearly. Application will be returned if not completed in it's entirety.

Name of Event

Green Music Fest

Address of Event

Chicago Avenue from Ashland to Noble

Date(s) of Event

June 26th & 27th, 2010

Hours of Event

12-10pm

Name of Sponsoring Event/Coordinator

West Town Chicago Chamber of Commerce

Phone Number

312-850-9390

Name of 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 number you will need to complete the Business Information Sheet on pages 16 & 17 or visit www.cityofchicago.org/businessaffairs

Address

City

Zip Code

Summer Festival Food Vendor Sanitation Certificate Number

Each event requires a Summer Food Vendor Certified person at each booth at all times food is handled.

SIGNATURE (*Must be signed by an owner or officer)

Title: _____

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 the hand washing facilities at the food vending booth. Portable hand sinks are required. A permit will not be issued without hand washing facilities.

One double sided handwash sink will be provided for every two food vendors by event management.

INSTRUCTIONS: PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.
THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

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 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.