

ALGONQUIN FOUNDERS' DAYS FESTIVAL

TASTE OF FOUNDERS'

Sponsored by the Algonquin Founders' Day Festival Committee PO
Box 101
Algonquin, IL 60102
(847) 658-5340

FOOD VENDORS' RULES & INFORMATION

The Taste of Founders' open to all participants until July 1st. After July 1st you must contact Algonquin Founders' Days Inc. food committee chair.

DATES & HOURS OF OPERATION

Algonquin Founders Days operates on the last weekend of July. The festival runs from Thursday to Sunday. You must have your space ready for opening on Thursday by 4 pm. You must have your space broken down and cleaned up by 9 am on Monday following the festival. Entry and Exit times during the festival will be given two weeks prior to the start of the festival.

APPLICATIONS must be completed in full and 50% deposit check must be attached and is non-refundable after June 1st. Full payment is due on or before July 1.

FOOD STORAGE: All vendors are responsible for their own food storage on site. All food & supplies must be in the confines of their booth area. If you are using refrigeration units or warming units, the proper electrical requirements must be submitted with your application. If you are bringing a storage truck, please indicate this on your application. Only one truck is allowed per vending booth.

BEVERAGES & BOTTLED WATER: All beverages are allowed to be provided. **THE SALE OF ALCOHOL IS NOT PERMITTED**

ICE PURCHASE: Ice will be provided by the Founders' Days Committee for the food vendors to purchase. The cost will equal what the Festival Committee pays, rounded up to the nearest dollar. Indicate on your application form approximately how many bags you will need. The ice will be located in the pavilion. The treasurer will record the number of bags you are taking each time and you will be billed for the total amount by the Founders' Days Committee after the festival. (Please initial) _____

CERTIFICATES OF INSURANCE **Certificates of Insurance must be received by July 1.**

Certificates should name the Algonquin Founders' Days Festival Committee, Inc., and the Village of Algonquin as additional insured.

SET-UP: Vendors will be allowed to enter the park on:

WEDNESDAY The week of the Fest 4:00 PM until DUSK

THURSDAY The week of the Fest Note: Security is limited on Wednesday night. Be sure anything left in the park is locked & secured.
9:00 AM - 4:00 PM

ALL VEHICLES MUST BE OUT OF THE PARK BY 4:00 PM. NO

EXCEPTIONS!

Set up of food vending booths must be completed & ready for health department inspection no later than 4:00 PM, **YOU WILL NOT BE ALLOWED TO OPEN OR SELL FOOD UNTIL THE COUNTY HAVING JURISDICTION HAS ISSUED YOU A PERMIT AND IT IS POSTED IN YOUR BOOTH. YOU WILL ALSO BE REQUIRED TO OBTAIN APPROVAL OF THE ALGONQUIN/LAKE IN THE HILLS FIRE PROTECTION DISTRICT PRIOR TO OPENING**

INSPECTIONS: All vendors must provide a cooking area that meets the inspection requirements of the Algonquin/Lake in the Hills Fire Protection District ("ALITHFPD"). As a general rule, this means that any tents must be "Flame retardant". **Tents made of "Fire resistant" materials are not acceptable.** Any vendor that does not meet the inspection requirements of the ALITHFPD.

EARLY CLOSURE OF FOOD BOOTH: At the sole discretion of the Algonquin Founders' Day Festival Committee, a food vendor may be allowed to close prior to the park closing time indicated in HOURS OF OPERATION. A food vendor wishing to close early shall contact the Taste chairperson for written permission to close early.

ONCE THE FESTIVAL OPENS NO VEHICLE WILL BE ALLOWED ON FEST GROUNDS UNLESS THE VEHICLES SOLE PURPOSE IS FOR COOKING. Each vendor will be issued one pass for drop off of food items during the fest. The drop off will be outside the festival gate. There is no vendor parking onsite.

ELECTRICAL REQUIREMENTS: Please be sure your electrical requirements are accurate. All vendors must supply their own commercial, exterior extension cords. (Please initial) _____

WATER ACCESS: You must provide your own **food grade hose** and sprinkler head if you want water directly to your booth.

SIGNAGE: You are responsible for your own signage on your booth, as well as the price sheet. **DO NOT** display any unauthorized food item on your booth or pricing board. (Please initial) _____

NIGHTLY CLEAN-UP: At closing each night, you are responsible for removing all garbage from your booth to the dumpsters provided. The Founders' Days festival Committee will also provide Grease Bins for disposal of all grease. **DO NOT DISPOSE OF USED GREASE ON THE GROUND OR IN GREY WATER TANKS. FAILURE TO ABIDE BY THIS RULE WILL RESULT IN FORFEITURE OF ALL FEES AND DEPOSITS PAID AND ADDITIONAL CHARGES, IF ANY, IMPOSED BY THE GARBAGE SERVICE** (Please initial) _____

GREY WATER REMOVAL: Deposit all gray water in the tanks provided. Be sure the grey water is clear of any garbage or grease before depositing. These tanks will be cleaned Friday, Saturday & Sunday mornings before the Festival opens. **DO NOT** deposit gray water on the ground.

CASH, BANKS & RECEIPTS: Each Vendor is responsible for his/her own cash receipts, banks & change. **UNDER NO CIRCUMSTANCES** will the Founders' Days Festival Committee, or any of their representatives be responsible for making change or holding any of the vendors receipts.

POST THESE RULES & REGULATIONS IN YOUR BOOTH SO ALL PERSONNEL ARE AWARE OF THEM!

Check No.: _____

TASTE OF FOUNDERS' DAYS

Date Received: _____
Time Received: _____

Last Weekend Of July

PLEASE READ ALL MATERIALS PROVIDED

Algonquin Founders' Days is the last weekend of JULY. Location may vary. This a first come first secure application. Each 10x20 spot has a fee of \$300; There is a 50% deposit due at time of any submitted application.

TASTE OF FOUNDERS' FOOD VENDOR APPLICATION

Vendor Business Name: _____

Mailing Address: _____

City State Zip

Contact Person(s): _____

(Daytime Phone)

(Evening Phone)

(Mobile Phone If Available)

Ice Purchases @ \$5.00 per bag. Estimated # of 20 lb. bags _____

ELECTRICAL REQUIREMENTS

Please be very specific. Include amps required for each piece of equipment; type of plugs & outlets required. Vendor is required to supply own extension cords. Use back of this application if necessary.

(If these electrical needs should change before Founders', please advise us in writing.)

I have read the accompanying rules and regulations for the Taste of Founders' and agree to abide by same. Enclosed with this application is a 50% deposit which I understand is non-refundable after June 1st. Also enclosed is my electrical requirements. **I also understand that should I require additional electrical services at set-up time, I will be charged an additional \$200 payable to Algonquin Founders' Days before I open my booth.** I further understand the balance of this contract is due by July 1.

Person Responsible (Please Print)

Signature

Date:

Signed Applications may be mailed or emailed

If Mailed Please Send To:

Algonquin Founders' Day Festival Committee

P.O Box 101

Algonquin, IL. 60102

(847) 658-5340

Make checks payable to: **Algonquin Founders Days Inc.**

If Emailed Please Email To:

Email Application to: dbarton797@gmail.com

Credit Card payments may be made at algonquinfundersdays.com.

Click on Become a Sponsor, Scroll Down to Become a Vendor@Founders' Days Select \$300.