

The Old Town School of Folk Music

ChicagoFolk&RootsFestival

4544 North Lincoln Avenue Chicago, Illinois 60625 TEL: 773.728.6000 FAX: 773.506.2414 www.oldtownschool.org

Thank you for your interest in becoming a vendor for the 2010 Chicago Folk and Roots Festival. Now in its 13th year, the Chicago Folk & Roots Festival has become one of the most anticipated summertime events in the City! In this packet you will find all of the information you need to apply.

The Festival takes place on July 10 & 11, 2010, from noon until 10:00pm, at Welles Park, 4400 N. Lincoln Avenue, (at Montrose Ave).

Our Main Stage has earned a city-wide reputation for presenting incredible national and international musical talent. The Festival provides children, adults & seniors an opportunity to get out and be an active participant in all varieties of song & dance. Led by the OTS instructors, anybody can join a drum circle, guitar jam, singalong or learn a new dance. Children are entertained with songs, stories, musical theater, and art projects.

An integral part of our festival is offering our patrons a nice variety of food, beverages, arts & crafts and novelties to purchase from people like you. Over the years we have surveyed our audience and have found them to be a diverse mix of families and individuals with a creative spirit. They come from our own backyard in Lincoln Square as well as the surrounding neighborhoods and outlying suburbs. They are an educated group, the majority of which enjoys a household income over \$50K. This year, we expect an audience of 30K people who like to spend time and money in a friendly environment. We know that these are the types of people with whom you would like to do business!

We'd enjoy having you participate in our festival, but spaces are limited. An immediate response is appreciated. **Your deadline for application is May 15th, 2010. All payments are due at that time. Please be sure to keep a copy of the application/regulations for your files.**

You will be notified of acceptance. Submission of a completed application does not guarantee placement.

As always, we offer our returning vendors a 15% discount. If you participated last year, take your 15% off of the vendor fee only (not rentals).

If you have any questions, please contact me. Thank you for your interest in the 2010 Chicago Folk & Roots Festival.

Sincerely,

Tim Harkins
Festival Vendor Coordinator
773-751-3342
tharkins@oldtownschool.org

The Old Town School of Folk Music
ChicagoFolk&RootsFestival
VENDOR APPLICATION
 DUE BY MAY 15, 2010

Office Use Only

BUSINESS NAME: _____
 ILLINOIS BUSINESS TAX #: _____
 CONTACT PERSON: _____ PHONE: _____ FAX: _____
 BUSINESS ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____ EMAIL: _____
 DETAILED DESCRIPTION OF ITEMS/SERVICES TO BE SERVED/SOLD: _____

(All items must be listed in order to be sold, served or displayed. Use separate sheet if necessary.)

CATEGORY	BOOTH FEE		# OF SPACES (limit 2)		TOTAL
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RETURNING 2009 VENDORS CAN SUBTRACT 15% FROM THE SPACE FEE

FOOD/BEVERAGE (NOTE: no sale of beverages without approval of Festival Organizer)	\$695	X	____(15X15)	=	\$_____
RETAIL	\$425	X	____(10X10)	=	\$_____
INFO (NOTE: info space only)	\$250	X	____(10X10)	=	\$_____
RETAIL: Non-Profit Org (NOTE: if you plan to sell items/services)	\$225	X	____(10X10)	=	\$_____
INFO: Non-Profit Org (NOTE: info space only)	\$195	X	____(10X10)	=	\$_____
ARTIST /SERVICE (NOTE: ALL items must be handmade by applicant)	\$325	X	____(10X10)	=	\$_____

RENTALS:	Cost		Quantity		Amount Due
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Table (8ft)	\$35/table	X	_____	=	\$_____
Chair	\$20/chair	X	_____	=	\$_____
Canopy: 10'x10'	\$200	X	_____	=	\$_____
Canopy: 15'x15'	\$250	X	_____	=	\$_____
Make check payable to:	Old Town School of Folk Music				Space Fee \$_____
	4544 N. Lincoln Ave,				Rental Fee \$_____
	Chicago, IL 60625				TOTAL FEE \$_____
	Attn: Tim Harkins				

Will you need electricity (included in booth fee): ____yes ____no

Will you be using a charcoal grill? ____yes ____no

(1-110 volt/20amp hook-up - you MUST have minimum 100' extension cord - all Food Vendors must have lights in their booth)

A copy of your SUMMER FOOD FESTIVAL CERTIFICATE must be attached if you are a Food Vendor.

THE UNDERSIGNED HAS READ THE REGULATIONS WHICH ARE HEREBY PART OF THIS CONTRACT AND BY SIGNATURE BELOW AGREES TO ADHERE / ABIDE BY THEM. KEEP A COPY OF THIS CONTRACT FOR YOUR FILES.

This agreement shall be construed pursuant to the laws of the State of Illinois. I realize if I, my company, or any of my workers or contractors violate any of the regulations, that I will automatically forfeit my vending space, the opportunity to sell products/services, and that I am not guaranteed a refund of all the vending fees.

 Signature Date

*****Festival Organizer will notify you of acceptance. Submission of application does not guarantee placement.**

CHICAGO FOLK AND ROOTS FESTIVAL REGULATIONS

JULY 10 & 11, 2010

- Location of the festival is at Welles Park, at the cross section of Lincoln and Montrose Avenues (4400 north)
- Deadline for Applications is April 30, 2009. If the application is denied, your check will be returned to the person or business listed on the vending form.
- Cancellations after May 29th will be subject to a 50% cancellation fee. No refunds will be given after June 10th. No exceptions.
- Only items listed can be sold or displayed. Violations will result in cancellation of vendor contract and forfeiture of vending space and all fees.
- All vendors must be open and operating during both days of the festival.
- Set up & load-in instructions will be distributed by the Festival Producer approximately 2 weeks before event.
- Vendors can use only the space assigned to them. No sharing of space is allowed without permission of the Festival Producer.
- Each vendor is responsible for own equipment, set up and takedown, and clean-up of his/her area.
- All Vendors bringing their own tent must also bring tent weights to keep tent anchored in wind.
- All food vendors must have tent lights. Electrical sources will be supplied. Bright lights and minimum 100 ft extension cord.
- Solicitation of funds, signatures, etc. must be confined to your vending space.
- Please reserve your table/chair needs in advance. We will not have additional rentals available on site.
- Per City requirements, we will have portable sinks available for food vendors.
- In the interest of good business efforts, we will do our best not to duplicate items/services sold.
- All vendors must supply the necessary trash cans for garbage inside the booth space. Garbage must be placed in dumpsters provided at the event site by the vendor as accumulated as well as at the end of each day. If the space is not left clean each night, the vendor will be fined a minimum of \$100. This includes disposing of any trash on the night of load-out. Vendors must adhere to all recycling guidelines.
- Producer reserves the right to relocate a vendor if necessary.
- Producer reserves the right to cancel a vending contract at any time for any reason. Vending fees for cancellations made by the Old Town School of Folk Music will be refunded only if the vendor has acted in accordance with all regulations.
- In the event that a vendor for any reason does not comply with the regulations of this festival, the Old Town School of Folk Music reserves the right to close down that vendor. Said vendor will forfeit all fees paid.
- Neither the Old Town School of Folk Music nor its members, nor the Mayor's Office of Special Events nor its employees, will be held responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to the period covered by the vending contract; and the vendor signing his/her contract expressly releases all of the aforesaid and agrees to indemnify each of them against any and all claims from such loss, damage or injury.
- Fees will not be refunded due to the inclement weather or Acts of God.
- Vendors are not allowed to play their own music, whether live or recorded.

ADDITIONAL REQUIREMENTS/INFORMATION FOR THE MERCHANTS/RETAILERS/ARTISTS:

- You must submit clear photographs of your wares with the application. You must adhere to this rule even if you have participated in the festival in the past. If you would like your photos returned, please include a stamped, self-addressed envelope.

ADDITIONAL REQUIREMENTS/INFORMATION FOR FOOD/BEVERAGE VENDORS:

- All food/beverage vendors must enclose a copy of the 2010 Summer Food Sanitation certificate from the Illinois Restaurant Association. A copy of the form and registration schedule is enclosed. Certificate copies must be received no later than May 30th, 2010.
- All food/beverage vendors must submit a current copy of their Health Inspection from the commissary or licensed food establishment.
- **All food/beverage vendors are required to submit a certificate of insurance in the amount of \$1M general liability naming the Old Town School of Folk Music, The Chicago Park District and the Mayor's Office of Special Events as additional insured. The Certificate Holder is the Old Town School of Folk Music, 4544 N. Lincoln Ave, Chicago IL 60625**
- All food/beverage vendors must list (at the festival) all foods/beverages being sold with prices clearly visible.
- All food handlers must wear plastic gloves and a proper hair covering per Health Dept. guidelines.
- Vendors using grills or open flames must have the proper fire extinguisher at their space and proper waste cans. These vendors must provide ample fans to deflect smoke from patrons and other vendors.
- The serving or selling of items in glass containers is not allowed.
- **The City of Chicago requires everyone to use recyclable materials; so NO STYROFOAM will be allowed. In addition, while we understand that single-use cups, plates, and utensils are a necessity at a festival, we urge you to consider the environment when selecting which of those products to use.**
- Regulations require that all food vendors have a canopy over his/her booth space.
- Various sponsors support this event. The Mayor's Office of Special Events, The Old Town School of Folk Music, and the Chicago Park District, reserve the right to dictate which products will be sold. Vendors will be notified as sponsors commit to this event. No non-sponsored products will be allowed to be sold, served or displayed. Violations will result in cancellation of vendor contract and forfeiture of fees.
- All food/beverage vendors **must have a City of Chicago Dept of Business Affairs Account Number and an Illinois Business Tax #.**

CHICAGO FOLK & ROOTS FESTIVAL
Presented by the Old Town School of Folk Music
July 10 & 11, 2010
VENDOR APPLICATION CHECKLIST
(This form is due with full payment no later than May 15th, 2010)

NON-FOOD VENDORS must include the following:

- Completed festival application with as much detail about your wares as possible. Attach additional pages or provide links to internet if necessary. Please include an Illinois Business Tax #. (If you do not have an IBT #, visit <http://www.revenue.state.il.us/Businesses/register.htm> to register and receive your number.)
- Check or Money order for full payment of all space and rental fees.
- Clear Photographs of your wares, even if you have participated in past Folk & Roots Festivals. If you would like your photographs returned, you may also include a stamped, self-addressed envelope.

FOOD VENDORS must include the following:

- Fully completed Festival Application** with Illinois Business Tax # and full menu including prices.
- City of Chicago Special Event Permit Application** including Department of Business Affairs Account Number (DBA#). If you do not know your Account Number call the City Of Chicago Department of Business Affairs at (312)74-GOBIZ. If you need to apply for a DBA #, please visit www.cityofchicago.org/businessaffairs
- Check or Money order** for full payment of all space and rental fees.
- Certificate of Insurance** in the amount of \$1M general liability naming the Old Town School of Folk Music, The Chicago Park District, & The Mayor's Office of Special Events as additional insured. The certificate holder should be listed as Old Town School of Folk Music, 4544 N Lincoln Ave Chicago IL 60625.
- A current copy **Health Inspection Report** from the commissary or licensed food establishment as well as a signed affidavit from the registered owner of the kitchen. (An example affidavit: "I, [Kitchen Owner], owner of [Kitchen Business Name], certify and attest that [Vendor] of [Vendor Business Name] will be using our kitchen at [Kitchen Address] for all food preparation and storage with regard to the Chicago Folk and Roots Festival on July 10th and 11th, 2010.")
- 2 Summer Festival Food Sanitation Certificates** are required per vendor. Please submit a copy of your certificates with application and have your original certificate with you at all times during the festival. For information on Summer Festival Food Sanitation courses, please visit: <http://hwashtington.ccc.edu/academics/summerfest.aspx>

If you have any questions regarding the applications, feel free to contact:
Tim Harkins at (773)751-3342 or via email at tharkins@oldtownschool.org



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

~~PER \$125.00 PER VENDOR~~
~~THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT~~

This form must be COMPLETED and submitted with your Chicago Folk and Roots Application to the Old Town School of Folk Music.
DEADLINE: MAY 15th, 2010

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

Name of Event Chicago Folk & Roots Festival 2010	
Address of Event Welles Park, 4400 N Lincoln Ave (at Montrose and Lincoln Avenues)	
Date(s) of Event July 10th & 11th	Hours of Event 12pm - 10pm
Name of Sponsoring Event/Coordinator Old Town School of Folk Music - Tim Harkins	Phone Number 773-751-3342
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.
See 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.

A portable hand-washing station, provided by the Folk & Roots Festival, will be located adjacent to each food vendor booth.

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.