




2010

Food Vendor Application

Application Deadline March 19th, 2010

The Historic Village of Long Grove is home to some of the areas finest summer festivals in the Midwest. Chocolate Festival, Strawberry Festival, and Apple Festival are a few of the great events in Long Grove. This quaint shopping district is filled with charm and an eclectic mix of great businesses.

The events have limited the number of food vendors for 2010 and we will only be allowing 16 food vendors. We have made this adjustment and other positive changes to the process so to make the events better. Food vendors will be provided 15' of space each, a white tent with a back-wall and front counter on the 10' tent. All food vendors will be given electric (2 - 20 amp circuits) with 4 outlets. Additional electric and equipment is available for an additional fee. We will also supply pricing signs that will be placed on the right side of the tent and be 18" by 3'.

The clean look and less cluttered atmosphere will provide an image that Long Grove feels better suits the demographics and desired look of the series of events. We are looking to sign up only 16 booths for each of the 3 events mentioned and hope to receive applicants that will apply for all three simultaneously.

The map will accommodate 8 vendors on Coffin Road, 6 Vendors on, or near Fountain Square, 1 - 2 vendors in each of the other 2 areas (Townner Green & Mill Pond). Vendors that fill the categories and apply for all 3 simultaneously will have a better chance of early acceptance.

Long Grove Chocolate Festival

April 30th, May 1st, and May 2nd, 2010

307 Old McHenry Road, Long Grove, IL 60047

Friday, 10:00am to 6:00pm, Saturday, 10:00am to 6:00pm and Sunday, 10:00am to 6:00pm

| | |
|-----------------|----------------|
| OFFICE USE ONLY | |
| Vendor # : | _____ |
| Date Received: | _____ |
| Accepted _____ | Rejected _____ |

Applicant Information

Business Name: _____

Owners Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Number: _____ Cell Number: _____ Fax Number: _____

E-mail Address: _____ Web Address: _____

Federal Tax Id Number or Social Security Number: _____

* Federal Tax ID Number or Social Security Number is required for sales tax purposes and must be included to complete application.

Application Check List

- * Your application will be considered only if the following items are complete:
- * Sign, date, and complete the entire application - include any additional licenses and applications required by municipalities.
- * Enclose total FEE made payable to Long Grove Business and Community Partners
- * Include a separate check for food vendor deposit made payable to StarEvents
- * Enclose: 2010 Health Inspection Report, Copy of Liability Insurance Certificate and Food Service Certification Certificate

Submission of your application implies agreement to our terms and conditions outlined throughout the application.

This application must be complete for consideration and received by our office by the deadline listed above .

Incomplete applications will not be considered and may be returned without space reservation.

Select Your General Food Category (Check only one box)

American Greek Asian Italian BBQ Mexican Latin Polish German Specialty Desserts

Product Descriptions and Pricing

List and describe each main food item you propose to sell and their prices. Please be very specific, attach a separate sheet if necessary. Side items also need to be listed and described on application and clearly noted with pricing. StarEvents will review and approve all items in advance of the festival.

Food Vendors can offer up to 4 main items that are included with their booth fee. Additional items are Available for an additional fee.

Restaurant selection will be carefully evaluated in regards to Menu Items. StarEvents management team retains full control as to acceptance as a food vendor or what specific menu item proposed are accepted or rejected. Applicants will not be able to alter the approved menu once accepted.

All items should be listed with the standard name as used by the general public and not a specialized or brand name.

Main Items

1). _____ Price: \$ _____

2). _____ Price: \$ _____

3). _____ Price: \$ _____

4). _____ Price: \$ _____

Free). _____ Price: \$ _____

Complimentary Themed Item

Side Items

1). _____ Price: \$ _____

2). _____ Price: \$ _____

3). _____ Price: \$ _____

4). _____ Price: \$ _____

Additional Main Items

1). _____ Price: \$ _____

2). _____ Price: \$ _____

3). _____ Price: \$ _____

4). _____ Price: \$ _____

Participant agrees to sell only those items that get approved on application. Approved items will be outlined in the confirmation letter. No items will be allowed for sale without advance consent from LGBCP and StarEvents.

Note: Applicants are encouraged to include one (1) complimentary item to be added to the menu if appropriate to the theme of the Long Grove series of events (i.e. Chocolate, Strawberry, Apple). *Inclusion of specialty item may encourage acceptance.*

Event Fees

Standard 10' by 15' booth fee \$1695

| | | | |
|------------------|---|----------|-------------------------------|
| INCLUDED in Fee: | White Canopy (10x10) | Included | |
| | Temporary Food License | Included | (Long Grove Business License) |
| | 10' Front Counter | Included | |
| | Booth & Pricing Sign | Included | (includes Business Logo) |
| | Side Walls | Included | |
| | Up to 4 - 110v (20 amp service) Outlets | Included | |
| | Overnight Electricity | Included | |

| | | |
|----------------------------------|--------------|----------|
| Additional Food Items _____ | @ \$150 Each | \$ _____ |
| Additional 20 Amp Circuits _____ | @ \$50 Each | \$ _____ |
| 220v Circuit Service _____ | @ \$125 Each | \$ _____ |
| Tables # _____ | @ \$25 Each | \$ _____ |
| Chairs # _____ | @ \$10 Each | \$ _____ |

If applying after **March 19th, 2010**
 Include a Late Registration Fee @ \$50 \$ _____

Total Amount Due \$ _____

Food Vendor Deposit of \$200 is Mandatory. The deposit is for cleaning, equipment rentals, and other maintenance issues. Deposit checks will be returned within 30 days after the event if the criteria set forth is met.

Include Separate Deposit Check - Made Payable to: StarEvents

Method of Payment

Please specify payment type by checking the appropriate box below.

Check Money Order Visa MasterCard

Account Number: _____

Expiration Date: _____ CVS Code: _____

Name as it Appears on Card: : _____

Billing Address: _____

Make Check or Money Order Payable to: **Long Grove Business and Community Partners**

Important Vendor Information

Village of Long Grove Temporary Business License Application and Appropriate Fees made payable to the Village of Long Grove

**Please send your completed application, fees, deposit, description, and other information to:
 StarEvents, LLC, 1609 W. Belmont Avenue, 2nd Floor, Chicago, IL 60657**

Note: Faxed applications will NOT be accepted

Agreement

The above mentioned participant hereby submits this application for participation in Long Grove Chocolate Festival. By signing the application the Participant accepts and agrees to all the terms and conditions contained in each page of this agreement. Return this agreement and the required materials to StarEvents. Keep a copy of the agreement for your records.

Signature: _____

Print Name: _____

Date: _____

The signature above provides StarEvents with the ability to process payment and charge all appropriate fees - as outlined above.

Terms & Conditions

IMPORTANT: Please read all of the requirements, rules, and regulations and understand that all terms and conditions need to be adhered to in order to participate.

The Participant hereby submits this application to receive onsite rights in a food, specialty, or beverage category for the Long Grove Chocolate Festival ("Long Grove Chocolate Festival") to be held on April 30th, May 1st, and May 2nd, 2010. By submitting this application, the Participant acknowledges that its application may be accepted or rejected by StarEvents, (StarEvents, LLC) in the exercise of its sole discretion and that, if this application is accepted, participation will be subject to the terms and conditions contained herein. * Application Deadline: March 19th, 2010

Event Details

Long Grove Chocolate Festival is a community festival produced on behalf of Long Grove Business and Community Partners "LGBCP". This Event is a fundraising activity for purpose of supporting LGBCP and their mission and objectives. Proceeds will be used for local development and community outreach programs. Long Grove Chocolate Festival will take place on 307 Old McHenry Road, Long Grove, IL 60047. StarEvents and the LGBCP shall have the right to control all aspects of Long Grove Chocolate Festival.

The Participant desires to participate in Long Grove Chocolate Festival by providing food and/or beverage to our general public. If the Participant's Application is accepted by StarEvents, LLC, the Participant agrees to offer only those items approved on the application, no other menu items will be permitted without prior written consent from StarEvents, LLC.

Preference Statement

All food vendor applicants must submit a completed application. Applicants that submit prior to deadline and include total payment will be given preferential status. All materials must be included when submitting application, including; signed and dated application, a certified check, cashier's check, or money order for total amount due, a current Health Inspection Report, necessary State of Illinois and Municipal licensing, a copy of Liability Insurance Policy - naming LGBCP and StarEvents as additionally insured, a copy of your preferred menu and pricing, and other related materials.

Vendors may receive preference if health conscious items and/or theme appropriate items related to the event are included. Food Vendors should remain and represent one ethnic discipline (i.e. Greek, Italian, Asian) ONLY in their submitted menu. Best value pricing will be considered as food vendors are selected.

Hours of Operation

The Participant agrees to remain open for business between the hours of Friday, 10:00am to 6:00pm, Saturday, 10:00am to 6:00pm and Sunday, 10:00am to 6:00pm. All participants will agree to remain open for the duration of the event hours. Exceptions for hours of operation may be available and need prior approval by StarEvents. Please notify us 30 days in advance if you foresee a need to close your operation in advance of the close each day.

Set-Up Operations

The Participant shall remove all vehicles and other items used in conjunction with setting up for event at least one (1) hour prior to the start of the event. The participant will forfeit the assigned space if unoccupied on Friday, April 30th 9:00 am, Saturday, May 1st at 9:00 am and Sunday, May 2nd at 9:00 am.

General Policies

The Participant agrees to conduct its business in a manner most likely to enhance the success of Long Grove Chocolate Festival and the reputation of StarEvents, LLC and the LGBCP. In the event that StarEvents, LLC shall determine, in the exercise of its sole discretion, the Participant is acting in a manner detrimental to Long Grove Chocolate Festival, StarEvents, LLC or the LGBCP, StarEvents may expel the Participant from Long Grove Chocolate Festival, and the Participant shall forfeit its entry fee.

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The Participant agrees to not sell or distribute merchandise that includes the event logo, the term "Long Grove Chocolate Festival", or any other likeness associated with our event without prior written consent of StarEvents, LLC.

Acceptance

StarEvents, LLC shall notify the Participant whether its application has been accepted or rejected. StarEvents may assist with, and fill out select licenses for this application. In the event that the Participant's application is rejected, the entry fee will be refunded. StarEvents, LLC does not guarantee exclusivity to any Participant, nor has the Participant relied upon any representation or guarantee of StarEvents, LLC regarding the revenues to be generated by the Participant.

Application Deadline: **March 19th, 2010**

Applications received by March 19th, 2010 will be considered for acceptance to Long Grove Chocolate Festival and will receive confirmation on or before April 2nd, 2010.

Any applications received after March 19th, 2010 but before April 15th, 2010 may be considered for acceptance to Long Grove Chocolate Festival. Those applications will need to include a \$50 late application fee. Those applications will receive confirmation notice after application is processed is complete.

Refunds

Refunds for booth fees paid in full or part will be issued a full refund of the amount received, minus a \$50.00 processing fee, if the request is made in writing such as an e-mail, fax or certified mail on or before 21 days prior to the festival. Refund requests made by phone, fax, e-mail or certified mail after 21 days prior to the festival will not be processed and are ineligible for a refund in whole or part. Refunds will not be issued for Long Grove Chocolate Festival if the participant is dismissed, booth space is forfeited, or participant is in violation of any of the Terms and Conditions.

Dismissal from Event

In the event the Participant is dismissed from Long Grove Chocolate Festival, they will be asked to vacate booth space immediately, take all belongings and may not be allowed to participate onsite for the remainder of the Event. Participant may be dismissed or removed from Long Grove Chocolate Festival if found to be in violation of any Terms and Conditions.

Legal Department

The Participant shall comply with all local, federal, state and municipal laws and ordinances in the operation of its booth during Long Grove Chocolate Festival and shall insure its merchandise against loss by theft or damage. The Participant hereby releases StarEvents, LLC and the LGBCP, its officers, directors and members from any and all claims for, and agrees that StarEvents, LLC and the LGBCP, its officers, directors and members shall have no responsibility for, personal injury sustained by the Participant, its agents or employees, or damage to, or loss or destruction of, the Participant's property. The Participant further agrees to indemnify and hold StarEvents, LLC and the LGBCP, its officers, directors and members harmless, from and against any and all claims for personal injury, damage to property or theft occurring in or about Long Grove Chocolate Festival area, whether to the Participant, its agents or employees or any third party, caused in part or in whole by the participation of the Participant in Long Grove Chocolate Festival.

Menu Items

Food Vendors must clearly list the 4 main menu items and the specific pricing for all items they intend to sell at Long Grove Chocolate Festival. Some examples of main items are hamburgers, hot dogs, funnel cakes and brats. Side items must also be clearly noted in the application and cannot exceed 4 items. Some examples of side items are french fries, onion rings, potato chips and select beverages. Prices must be listed on application.

Additional Menu Items

Food Vendors are able to sell 4 main items and 4 side items included in their booth fee. The selling of additional items is available for an additional fee. Food Vendors must submit a separate sheet listing those additional items along with their prices. All additional items are subject to approval. Payment for additional items must be included with application payment. Participant agrees to only offer the approved items in application. The selling of unapproved items may result in dismissal from Long Grove Chocolate Festival and you will not receive a refund.

Menu Pricing

All menu pricing is subject to approval. Failure to clearly post prices may result in dismissal from Long Grove Chocolate Festival.

Required Materials

Food Vendor applications must be accompanied by a copy of General Liability Insurance naming StarEvents, LLC, and the LGBCP as additionally insured, a copy of the 2010 Summer Sanitation Certificate, a copy of your 2010 Health Inspection Report and the completed City Temporary Food License Application. Only complete applications shall be considered.

Changes to Application

If Participant wishes to change their application in any way, they must submit a new application with the changes clearly indicated. Changes will not be allowed via phone, fax or e-mail.

Booth Requirements

If the Participant's application is accepted, the Participant will be assigned a space within Long Grove Chocolate Festival area with the approximate square footage of Standard 10' by 15' . All items, equipment and materials MUST fit inside Standard 10' by 15' .

StarEvents has increased the size of the booths by 5' in an effort to accommodate grills and storage of other materials. Display and storage outside of allocated booth space is strictly prohibited and may cause dismissal.

Additional space may be made available by StarEvents upon receipt of the Participant's application, at an additional cost to be determined by StarEvents, LLC. The location of the Participant's space within Long Grove Chocolate Festival area shall be determined by StarEvents, LLC in the exercise of its sole discretion, and the Participant agrees to accept the space as assigned by StarEvents, LLC. The Participant agrees to conduct its business only within the space assigned by StarEvents, LLC.

Maintenance

The Participant will be solely responsible for the appearance of its space. The Participant shall maintain its space in a neat, clean and sanitary condition during Long Grove Chocolate Festival. Participant will be required to recycle and dispose of all trash produced by their operation - as directed by StarEvents, LLC. Specific maintenance operations will be provided to all participants at the Event.

Restaurants applying for participation must maintain the highest possible standards in terms of sanitation, food handling, professionalism, and efficiency. Recycling is an important part of the Event. Use of recycling products and materials is preferred.

Equipment and Signage

The Participant is responsible for maintaining and returning all equipment, including; tables, chairs and tents. Food Vendors MUST use our rented WHITE canopies ONLY! Exceptions may be made for select sponsors and other partners with prior written approval.

Participant is responsible for appropriate measures, i.e. sand bags, to support canopy during possible inclement weather. Participant must have a

working fire extinguisher in their booth at all times. Also all food vendors must line the floor of their booth with cardboard.

Signage

Exhibitor signage will not be allowed to be positioned higher than 10 feet high. Provided banner size will be 3' high by 8' wide . Specific graphic design and models of signage will be forwarded to accepted food vendors only. All signage will be placed by StarEvents in advance of set-up.

NEW: StarEvents will be ordering individual pricing signage for all accepted participants. This will help us to control items and address the need to clearly post pricing for attendees. The Pricing signs for all food vendors will be uniform and secured to your booth in advance of set-up.

Sound Restrictions

Participant agrees to not have amplified sound of any type within booth. Participant with amplified sound may be asked to vacate space and will not receive a refund. Amplified sound has been determined to create potential conflicts with adjacent participants. Please respect your neighbors.

Electricity

Participants will be restricted from using personal generators due to noise, exhaust, and other pollutants that are produced by select power sources.

NOTE: Participants that are found using our electrical sources without prior payment will be removed from the Event and not allowed to participate in future events.

Booth Security

The Participant will be solely responsible for any items left overnight in booth space. StarEvents and LGBCP are not responsible for any items lost, stolen or damaged in booth space.

Parking

Participants agree to abide by and will be sent clear directions on all parking requirements prior to the start of the event. All vehicles will be directed as to the proper procedures allowed for parking.

Specific parking instructions will be sent in advance of the event and outline the preferred methods allowed for vehicle parking. Remote parking may be necessary and participants will need to plan accordingly.

Participant's vehicles will NOT be allowed in pedestrian areas until after closing time and permission from a representative from StarEvents, LLC is given.