

# Food Vendor Application



**Application Deadline: April 23rd, 2010**

## The Metronome Celebration

June 5<sup>th</sup> and 6<sup>th</sup>, 2010

**2000 N. Milwaukee @ Armitage + Western, Chicago, IL 60647**

Saturday and Sunday from 12:00 pm to 10:00 pm

### Applicant Information

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Federal Tax ID Number or Social Security Number: \_\_\_\_\_

\*Tax ID or SS# is required for sales tax purposes

### Detailed Product Description

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 on your application and clearly noted. Metronome Chicago will review and approve of all items in advance of the Event.

**Food Vendors are able to offer 4 main items included with their initial booth fee. Additional items are available for an additional fee – See Below.**

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_

**Participant agrees to offer only those items listed on application! No other items will be allowed without advance consent from Metronome Chicago. Only 4 main items may be listed above / Additional items can be added for separate fee of \$125 each. Please see "Menu Items" in Terms & Conditions for clarification.**

### Event Fees

Standard 10' x 15' Booth Fee \$795	_____	Electricity \$150 (2-110v Outlets)	_____
10' x 25' Booth Fee \$1295	_____	Overnight Electricity \$125 (After Hours)	_____
<small>If applying after April 24<sup>th</sup>, 2010</small>		Supplementary Power \$100	_____
Late Registration Fee \$50	_____	<small>(2 – Additional 110V Outlets)</small>	
Corner Space Upgrade \$100	_____	220V Power \$100	_____
<small>(If available)</small>		<small>(2 – Additional 110V Outlets)</small>	
Canopy (10x10) \$150 Each	_____	Tables # _____ @ \$25 Each	_____
Additional Food Items \$125 each	_____	Chairs # _____ @ \$10 Each	_____
40' of Solid Side Walls \$50	_____	Promotion Code: _____	

*Equipment Deposit of \$200 Required for Rentals Only*

*Include Separate Check Made Payable to: **Metronome Chicago, LLC***

**Total Amount Due \$** \_\_\_\_\_

# Food Vendor Application

## Method of Payment (Make Check or Money Order Payable to: Metronome Chicago, LLC)

Please specify payment type by checking the appropriate box below.

Check     Credit Card     Money Order

Credit Cards Accepted by Metronome Chicago include: Visa, MasterCard, AMEX, Discover

Account Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVS Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Name as it Appears on Card: \_\_\_\_\_

Mailing Address of Account: \_\_\_\_\_

## Application Check List

Your application will be considered only if the following items are complete (Check all Boxes):

- Sign and complete the entire application | Include any additional licenses and applications required by municipalities
- Read the terms and conditions on pages 3 & 4 and sign the agreement below
- Enclose full payment made payable to **Metronome Chicago, LLC**
- Include a separate check for equipment deposit (only if renting equipment) payable to Metronome Chicago, LLC
- Enclose 2010 Health Inspection Report / Sanitation Certificate, and Copy of Liability Insurance Certificate
- Please remember application requirements must come in one package. Items cannot come separately

*Complete application will need to be sent by appropriate deadline to be considered for participation.  
Incomplete applications will not be considered and may be returned without space reservation.*

## Application Submission

Please send your completed application, fees, deposit, description, and documents to:

Metronome Chicago, LLC  
2029 W Homer Ave.  
Chicago, IL 60647

Note: Faxed applications will **NOT** be accepted

## Agreement

The above-mentioned participant hereby submits this application for participation in Metronome Celebration. By signing the application the Participant accepts and agrees to all the terms and conditions contained in each page of this agreement. Return pages 1 & 2 of this agreement to Metronome Chicago. Keep a copy of the entire agreement for your records.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>OFFICE USE ONLY</b>
Vendor #: _____
Date Received: _____
Accepted _____
Rejected _____

The signature above provides Metronome Chicago with the ability to process payment or charge all appropriate fees, as outlined above.

# Food Vendor Application

## Terms & Conditions

The Participant hereby submits its application to receive onsite Rights in the food and/or beverage category for the **Metronome Celebration** (“**Metronome**”) to be held on **June 5-6, 2010**. By submitting this application, the Participant acknowledges that its application may be accepted or rejected by Metronome Chicago, (Metronome Chicago, LLC) in the exercise of its sole discretion and that, if your application is accepted, your participation will be subject to the terms and conditions contained herein.

**\* Application Deadline: April 23rd, 2010**

## Event Details

The **Metronome Celebration** is a community festival produced on behalf of the **Logan Square Neighborhood Coalition** (“**LSNC**”). This Event is a fundraising activity for purpose of supporting LSNC and their mission and objectives. Select portions of the proceeds may be used for local development and community outreach programs. **Metronome** will take place on **2000 N. Milwaukee at Armitage, Chicago, IL 60647**. Metronome Chicago, LLC shall have the right to control all aspects of the **Metronome Celebration**.

### •Participation

The Participant desires to participate in **Metronome** by providing food and/or beverage to our general public. If the Participant's Application is accepted by Metronome Chicago, LLC, the Participant agrees to offer only those items listed on the application, no other menu items will be permitted without prior written consent of Metronome, LLC. The Participant agrees to not sell or distribute merchandise that includes the event logo, the term “**Metronome**”, “**Metronome Celebration**”, or any other likeness associated with our event without prior written consent of Metronome Chicago, LLC.

### •Hours of Operation

The Participant agrees to remain open for business between the hours of **Saturday from 12:00 p.m. to 10:00 p.m. and Sunday from 12:00 p.m. to 10:00 p.m.** We ask all participants to remain open for the duration of the event hours. Participants may begin to close their operation 1 hour before the advertised close of the Event. Exceptions for hours of operation may be made. Please notify us 30 days in advance if you foresee a need to close your operation early. In the event an early closure is granted, participant must remove operations by hand or cart. Vehicles are not allowed on venue during event hours under any circumstances.

### •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 **Saturday, June 5th at 11:00am and Sunday, June 6th at 11:00am**.

## General Policies

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

### •Acceptance

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

### •Refunds

Refunds for booth fees paid in full or part will be issued a full refund of the amount received, minus a \$100.00 per show processing fee, if the request is made in writing by 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. However, throughout the festival season, full upgrade refunds will be made to vendors on an ongoing basis if the vendor request for a corner, double booth or electricity could not be met. Refunds will **not** be issued for Metronome if the participant is dismissed, booth spaced 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 Metronome, 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 Metronome 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 Metronome and shall insure its merchandise against loss by theft or damage. The Participant hereby releases Metronome Chicago, LLC and the LSNC, its officers, directors and members from any and all claims for, and agrees that Metronome Chicago, LLC and the LSNC, 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 Metronome Chicago, LLC and the LSNC, 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 the Metronome 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 Metronome.

# Food Vendor Application

## Application Details

### •Menu Items

Food Vendors must clearly list the 4 main menu items they intend to sell at Metronome. 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 beverages. Prices must be included for all menu items.

### •Additional Menu Items

Food Vendors are able to sell 4 main menu 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 these items may result in dismissal from Metronome.

### •Menu Pricing

Food Vendors are required to clearly post all menu item prices on signage and additional materials. All menu pricing is subject to approval. Failure to do so may result in dismissal from Metronome.

### •Changes to Application

If Participant wishes to change their application, they must submit a new application with the changes clearly indicated. Any changes made via phone, fax or e-mail will not be permitted.

### •Application Deadline: **April 23rd, 2010**

Applications received by **April 23rd, 2010** will be considered for acceptance to Metronome and will receive confirmation on or before **May 17th, 2010**.

### •Late Applications

Any applications received after **April 23rd, 2010** but before **May 14th, 2010** will also be considered for acceptance to Metronome. Those applications will need to include a \$50 late application fee. Those applications will receive a confirmation notice after application is processed.

## Booth Operations & Requirements

If the Participant's application is accepted, the Participant may be assigned a space within Metronome area with the approximate square footage of **10' by 15' (or 10' by 25')**. All merchandise, equipment and materials **MUST** fit inside the assigned space. Display and storage outside of allocated booth space is not allowed. Additional space may be made available by Metronome Chicago upon receipt of the Participant's application, at an additional cost to be determined by Metronome Chicago, LLC. The location of the Participant's space within Metronome area shall be determined by Metronome Chicago, LLC in the exercise of its sole discretion, and the Participant agree to accept the space as assigned by Metronome Chicago, LLC. The Participant agrees to conduct its business only within the space assigned by Metronome Chicago, LLC.

### •Equipment and Signage

The Participant is responsible for returning all tables, chairs and tents rented at event to Metronome Chicago, LLC at the conclusion of the festival. Metronome Chicago, LLC prefers a white canopy, however exceptions will be made on a case-by-case basis. Canopies or signage may not exceed 10 feet in height. All signage must be clean and properly placed.

### •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 conflict with adjacent participants. Please respect your neighbors.

### •Electricity

Electricity is only available by renting from Metronome Chicago, LLC. Participants may be restricted from using personal generators due to noise, exhaust, and other factors. Participants that are found using our electrical sources without prior payment may be asked to leave.

### •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 Metronome. Participant will be required to recycle and dispose of all trash produced by their operation – as directed by Metronome Chicago, LLC. Specific maintenance operations will be provided to all participants at the Event.

### •Parking & Vehicle Storage

All vehicles must be removed from venue one hour prior to start time. Street parking may be available as well as pay parking operations. Any vendor vehicles left on venue will be towed.

### •Booth Security

The Participant will be solely responsible for any items left overnight in booth space. Off duty police will patrol the grounds overnight on Saturday, June 5<sup>th</sup>, but will not be able to watch all spaces at all times. Metronome Chicago and the Logan Square Neighborhood Coalition are not responsible for any items lost, stolen or damaged in booth space.



**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**

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

Address of Event

Date(s) of Event

Hours of Event

Name of Sponsoring Event/Coordinator

Phone Number

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](http://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.

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

THIS FORM MUST BE SUBMITTED 20 DAYS PRIOR TO THE EVENT

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## **SPECIAL EVENTS MENU APPROVAL REQUEST**

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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)

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**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)

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**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.

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Food Item 1

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Food Item 2

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Food Item 3

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Food Item 4

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**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.**