

MANTENO OKTOBERFEST

2017 DATES/TIMES/FEES

MAIN STREET, MANTENO
SEPTEMBER 21-24



SET UP TIME:

FOOD VENDORS

Thursday, September 21

- 8-10am** ..All food vendors serving food from trailers must arrive with trailer set up complete by 10am.
- 10am**All other food vendors may arrive.
- 3pm**.....Kankakee Health Department inspections begin.

STREET VENDORS

Friday, September 22

- 8am**All street vendors must arrive with set up complete by 11:30am.

Please enter festival at Division and Main Streets. Unload in a timely manner and remove your vehicle at Third and Main Streets. No one will be allowed to park on Main Street.

FEST HOURS OF OPERATION:

- Thursday, September 215pm-10pm
- Friday, September 22.....2pm-midnight
- Saturday, September 23 12pm-midnight
- Sunday, September 24 12pm-5pm

BOOTH INFORMATION:

Street vendors

- 10'dx15'w Non Member \$150
- Chamber \$75
- Nonprofit..... \$25

Food vendors

- 10'dx25'w Non Member \$500
- Chamber \$350

Electric is included with price

Contact Sarah at (815) 468-6226 or by email at smarion@mantenochamber.com with questions.



2017 FOOD VENDOR APPLICATION

MAIN STREET, MANTENO
SEPTEMBER 21-24

Return application to:
Manteno Chamber of Commerce
Food Vendor Application
P.O. Box 577
Manteno, IL 60950

www.mantenchamber.com

VENDOR APPLICANT: _____

COMPANY NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ EMAIL: _____

WHAT ITEMS WILL YOU SELL? WHAT PRICE? This list is required. Please be specific. Each vendor is limited to seven (7) items. Only items on the document and approved may be sold at the festival. Beverages do not count as a food item. **Items not allowed: corn dogs, cotton candy, popcorn or funnel cakes.**

- 1 _____ Price _____
- 2 _____ Price _____
- 3 _____ Price _____
- 4 _____ Price _____
- 5 _____ Price _____
- 6 _____ Price _____
- 7 _____ Price _____

BOOTH SPACE

10' dx 25' w _____ \$500 _____ Chamber member \$350
_____ Total booths

Electricity Required (cost included in booth space fee):

___ 220v
___ 110v
___ 20 amp ___ 30 amp ___ 40 amp ___ 50 amp ___ 60 amp ___ 70 amp ___ 80 amp

Security deposit ___ \$100 returned upon final inspection

All items listed must be included for your application to be complete. Application must be received before August 1, 2017 for approval. Only complete applications will be considered. All vendors will be notified by August 10, 2017.

- ___ Manteno Oktoberfest Food Vendor Application
- ___ Acknowledgement of Manteno Oktoberfest Rules and Regulations
- ___ Certificate of Insurance
- ___ Payment of security deposit, booth space and additional requirements as listed above

Contact Sarah at (815) 468-6226 or by email at smarion@mantenchamber.com with questions.

Manteno Oktoberfest Use Only:

Application received _____ Cert. of Insurance received _____ Space assigned _____

Rules & Regulations _____ Deposit received _____ Booth space fee received _____

Vendor approved by Manteno Oktoberfest _____ Date _____

2017 FOOD VENDOR RULES AND REGULATIONS

MAIN STREET, MANTENO
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Please complete the application form and submit required documents with a return date no later than August 1, 2017. All booth spaces will be reserved on a first come, first served basis with restrictions to types of foods served.

Permits and Insurance Certificates

- **Temporary Food Service Establishment License**

- o It is the vendor's responsibility to obtain the proper Kankakee County Health Department permits. Please visit them online at www.kankakeehealth.org. Kankakee Health Dept. Licenses 2390 W. Station St. Kankakee, IL 60901 (815) 937-3560
- o Kankakee County Health Department permits must be displayed in your booth during festival hours of operation. There will be no refunds of application fees if your license is revoked at any time during the fest.

- **Certificate of Insurance**

- o It is the vendor's responsibility to provide a Certificate of Insurance verifying current Commercial General Liability (including product and completed operations liability) with a minimum line of \$1,000,000 per occurrence.
- o Certificate of Insurance must include the following insured's for this event:
 - The Village of Manteno
 - Manteno Oktoberfest, Inc.
- o Certificate of Insurance must be returned with your application.

Rules and Regulations

- The Manteno Oktoberfest Committee and the Village of Manteno will not be held responsible for any loss of goods or damage to property, or be responsible for any injuries to vendors.
- The Manteno Oktoberfest Committee reserves the right to reject any application request. Full payment will be returned with any rejected application.
- All vendors will receive a notice of acceptance or denial of requested space from the Manteno Oktoberfest Committee.
- All vendors must have a #10 fire extinguisher on sight in order to sell hot food.
- Food vendor spaces are 10' d x 25' w.
- All vendors must furnish their own shelter, tables, chairs, extension cords and water hoses. All equipment must fit inside your booth space.
- Vendors will furnish their own beverages to sell, if desired. Water will be available from a spigot for general use.
- Vendors may sell only items approved in their applications.
- Supply trailer parking is strictly prohibited on Main Street or within boundaries of festival.
- For food vendors using trailers, only one trailer per business with side service window unless otherwise approved by Manteno Oktoberfest Committee.
- There will be no refunds for cancelling any application.
- There will be no refunds for inclement weather.
- No outside vendor may sell corn dogs, cotton candy, popcorn or funnel cakes.
- Grease disposal is your responsibility. Do not use garbage cans or port-a-potties. Dumpsters will be provided and are located on east side of festival.

The undersigned has read the rules and regulations, which are part of this contract, and by signature below agrees to adhere and abide by all the terms and conditions outlined in this contract. This agreement shall be construed pursuant of the laws of the State of Illinois.

Print Name _____

Signature _____

Date _____