



Dear Food Vendor:

Thank you for your interest in Amdur Productions' 2015 summer festivals. Enclosed is the information you need to apply as a food vendor. Please return the application found on page three by March 2, 2015.

Acceptance notifications will be e-mailed by March 9, 2015. 50% of your space fee is due by APRIL 10, 2015, with the remaining 50% due the first day of the month prior to each show. For example, the remaining payment for a festival that starts on July 16 is due June 1.

Please note our requirements on the attached sheets. Refusal or inability to comply with these requirements disqualifies you for consideration.

Should you have any questions, please contact me directly.

Thank you,
Lindsey

Lindsey Galassini
Event Production Manager

IMPORTANT DATES

- March 2, 2015**.....Application deadline. Applications without an image of your booth/set-up will not be considered.
- March 9, 2015**.....Acceptance notifications distributed via email.
- April 10, 2015**.....Half of all booth, tent, and electricity fees due. (Remaining balances due on the first day of the month prior to the show date.)
- May 1, 2015**.....Last day for refunds on booth fees

Show information packs will be distributed by the first of the month prior to each show.

ART FAIR REQUIREMENTS: FOOD VENDORS

1. Temporary Food License and Permits:

All vendors are required to obtain the required licenses from the respective municipality. For many municipalities there are additional fees associated with this.

Permit forms will be distributed by Amdur Productions. However, **Vendors are responsible for returning the forms directly to the municipality** in a timely manner. The only exception is for the Eastside Millennium and Gold Coast Art Fairs for which vendors are asked to return the permit form to Amdur Productions.

2. Health Department and Fire Safety Compliance:

All vendors are responsible for educating themselves and following local and state health and fire department compliance. Open flame cooking is NOT permitted under your tent. If you will be cooking with an open flame, it is your responsibility to request extra space to allow this to occur outside your tent. All grills/hot surfaces must be sufficiently enclosed/shielded from the public.

3. Tent, Signage, Booth Display, and Menu Items:

- Vendors are required to use **clean, white tents**. Each tent pole must be **sufficiently weighted** to withstand strong winds. We recommend using no less than 40lbs of weight per pole. We strongly discourage the use of easy-up/pop-up tents.
- Standard booth space will accommodate a 10'X10' tent with limited surrounding space. **Booth space fees are doubled if a 10'X20' space is required.**
- **Hand written signage will not be allowed.** Use of handwritten signage may result in being asked to leave the festival without reimbursement. Professionally printed signage is strongly encouraged.
- **All tables must be skirted or fronted to the ground.**
- Water/grease-proof ground covers are required on the bottom of your booth if you are cooking in your booth. No water/liquid leakage from booth. Backstock must be covered and all pallets removed during show hours.
- All grills and hot surfaces must be sufficiently enclosed/shielded from the public.
- All staff must be uniformed in clean clothes daily.
- No cables will be allowed anywhere the public walks.
- Amdur Productions will send approved menu items at the time of acceptance. To avoid competition and price gouging vendors are not permitted to sell additional items or change prices without prior approval from Amdur Productions.

4. Load-in/out & Parking:

Load-in: For most festivals, Food Vendors may begin set-up at 6am on the first day of the festival. Should you need additional time, *you must contact us prior to the set up date with your request.*

Parking: Free, nearby, and oversized parking is provided for all suburban shows. Please request a green hang tag when you arrive at the show to park in these special areas. At the Eastside Millennium and Gold Coast shows discounted parking is available if reserved in advance.

Load-out: Vendors must be present during the entire festival hours and may not begin breaking down until the conclusion of the event. Vehicles are NOT permitted in the festival area until permission is given by festival staff.

5. Trash and Recycling:

- Food vendors are responsible for the disposal of all trash in the **on-site dumpster ONLY**. Due to their limited capacity, trash may not be placed in or piled near trash receptacles used by festival visitors.
- Recycling will be separated by scavenger from the dumpster.
- Grease and ground covers must be disposed of appropriately. **Grease cannot be poured down sewers.**
- **Food vendors must leave their area as clean as it was when they arrived.** Failure to do so may result in fines and/or exclusion from future Amdur Productions shows.

6. Other:

Food vendors must agree to honor **Amdur Productions Staff Vouchers** good for one meal up to \$10 retail at the vendor's expense. Approximately 5-10 staff members will receive one such voucher each day of the show.

Food vendors will be required to sign and return a Food vendor Release Form and a Certificate of Insurance in the amount of at least \$1,000,000.00 naming Amdur Productions, Inc., the specific Art Festival(s), their respective City/Village, and any additional organizations as additional insured for all festivals in which you are participating.

2015 Food Vendor Application

- o Return this form with an IMAGE OF YOUR SET UP by March 2, 2015.
- o Details on all of our 2015 shows can be found on our website.

Please check the 2015 festival(s) to which you are applying:

<input type="checkbox"/> Barrington Art Festival	May 23-24	Barrington, IL	\$495
<input type="checkbox"/> Eastside Millennium Art Festival	May 29-31	Chicago, IL	\$625
<input type="checkbox"/> Gold Coast Art Fair	June 20-21	Chicago, IL	\$625
<input type="checkbox"/> Festival of Fine Arts	June 27-28	Highland Park, IL	\$495
<input type="checkbox"/> Buffalo Grove Fine Art Festival	July 11-12	Buffalo Grove, IL	\$495
<input type="checkbox"/> Art At The Glen	August 8-9	Glenview, IL	\$495
<input type="checkbox"/> Lincolnshire Art Festival	August 15-16	Lincolnshire, IL	\$495
<input type="checkbox"/> Third Ward Art Festival	August 5-6	Milwaukee, WI	\$495

The above fees provide a standard 10 X 10 space in designated location within the festival. All fees are DOUBLED for 10 X 20 space requests.

- Optional* **10X20 booth space**.....Double fee(s) above
- Optional* **Rental tent** with counter, delivered, set up, weighted and removed.....Plus \$265
- Optional* **Electrical** Standard Service, two 20 amp circuits run to your booth.....Plus \$275
Power will be available festival days only. More power available for an additional fee.

Special Request:

Contact Information

Business Name _____
 Contact Person _____
 Address _____
 City/State/Zip Code _____
 Phone _____ Cell _____
 E-mail _____

Preferred Menu (attach additional pages if needed)

Food/Beverage	Retail Price
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____

**Please return this form, an image of your set-up & NO MONEY to
 Lindsey Galassini, Lindsey@amdurproductions.com
 or at the address below.**

Accepted food vendors will be notified by email of approved festivals and menu items in March.
50% of festival fees are due April 10, 2015.