



# EVANSTON **ART & FORK** FESTIVAL

Dear Evanston Restaurant:

This year, Amdur Productions will host the **5<sup>th</sup> Annual Big Fork Festival**, which will run in conjunction with the Evanston Art Festival in the heart of Downtown Evanston. **The Big Fork Festival** will take place on Sherman Avenue between Church and Clark Streets on Friday, August 17, Saturday, August 18, and Sunday, August 19.

You are invited to participate in this event to **build**, **promote**, and **market** your restaurant to thousands of attendees from near and far by showcasing your unique cuisine, delivery service, catering menu, party space, passing out menus, and collecting names for your future mailings.

Enclosed for review, please find a **Big Fork Festival Fact Sheet** and **Big Fork Festival Restaurant Application**.

We hope that you will participate in this year's Big Fork Festival and take advantage of this opportunity to increase your **businesses exposure**, **develop new customers**, **re-connect with old customers**, and **enhance the success of your restaurant**. Market your restaurant at the showcase of Evanston's finest restaurants.

Should you have any questions regarding this year's event or the information contained herein, please do not hesitate to contact us.



Evanston Art and Big Fork Festival - Amdur Productions - Contact: Lindsey Galassini 847-926-4300

# EVANSTON **ART & BIG FORK** FESTIVAL



## Overview

- Local food vendors setup on Church, East of Sherman.
- Common dining area and professional janitorial staff busing tables
- Live music and entertainment from the main stage
- Hours:  
Friday, August 17: 4:00pm to 9:00pm  
Saturday, August 18: 10:00am to 9:00pm  
Sunday, August 19: 10:00am to 5:00pm

## Advertising & Promotion

- The Big Fork Festival is a great place to showcase your specials, pass out menus, promote a new brunch, market your facility as a special event location to new and existing customers.
- Food is sold directly to the public with no cut or commission owed.

## Requirements & Suggestions

- Maximum of six approved (6) food items, and six (6) beverage items may be sold. Suggested food pricing at \$3-\$8 per item.
- There will be fixed pricing on standard brand/size bottled water, soda and wine/liquor/beer.
- Only pre-approved food and beverages may be sold from participating vendor booths. No other sales of goods will be allowed. Neither hawking nor selling outside the booth is allowed.
- Vendors must be open and operating during all Big Fork hours.
- It is mandatory that all staff be uniformed or wear staff shirts.
- All vendors must attend a MANDATORY vendor meeting.
- Mandatory vendor set-up on Friday, August 17<sup>th</sup> from 11:00am-2:00pm
- Participants using grease will be required to lay a grease-proof piece of material under their booth, and dispose of the grease off-site.
- No refunds will be granted following acceptance. Participants must pass on-site food inspections by the Evanston Health Department. Failure to pass does not constitute grounds for a refund.



# EVANSTON ART & FORK FESTIVAL



## **APPLY TODAY! Deadline May 14th!**

Submit your completed application with a \$795 check for your participation fee and a \$200 check for your refundable security deposit to the address below. Both checks should be made payable to Amdur Productions. Notifications of acceptance will be mailed the week of May 21.

**Amdur Productions  
PO BOX 550  
Highland Park, IL 60035**

### **\$795 Rental Equipment & Services Includes Three Day Package:**

- 1 - 10' x 10' Fire Retardant Tent
- Booth Installation, Weighting, and Removal
- 1 - Front Counter
- 1 - Overhead Work Light
- 1 - Restaurant Name Banner
- 1 - Customized Menu Board
- 2 - 8' Prep Tables
- 2 - Chairs
- 2 - 20 Amp Electric Circuits to your Booth
- 1 - Vendor Trash Receptacle
- 1 - Shared Hand Wash Sinks
- "Super H" Style Poles for banner placement
- Electricity from Set-Up to Event Breakdown
- Hot Charcoal Removal
- Covered Common Area Tables and Chairs with Umbrellas
- Common Area Janitorial & Waste Removal
- Restaurant Waste Removal
- Overnight Security
- Continuous Live Entertainment on the Main Stage
- Advertising & Public Relations
- Sell your food and drink directly to public
- No percentage of sales is taken

Optional Rental Equipment and Miscellaneous Available:

- Additional 8' Prep Tables - \$15/each
- Additional Chairs - \$3/each
- Additional Electricity - Price based on needs

Restaurants that participated in the 2017 Big Fork Festival will be given first priority to participate in the 2018 event.

### **Other Required Forms Deadline: July 2nd, 2018**

**Participants are required to obtain & provide the following documents to Amdur Productions by July 2:**

1. A copy of your Certificate of Insurance (\$2 million aggregate, \$1 million per occurrence) naming City of Evanston and Amdur Productions as additional insured for the Big Fork Festival, Sherman Avenue and Church Street., August 17-19, 2018.
2. A copy of your Evanston Temporary Food Event Permit Application Receipt. Download the application at: <http://www.cityofevanston.org/tempeventfoodpermit>
3. A copy of your Special Use Permit Liquor License issued by the State of Illinois Liquor Control Commission (applicable only if you are serving alcohol and have a valid liquor license issued by the City of Evanston). Download the application at <http://www.state.il.us/lcc/DOCS/SpUsePermit.pdf>
4. A signed release form, which will be provided to participants at the mandatory pre-event meeting.

**Questions?  
Call Lindsey at (847) 926-4300.**

## 2018 Restaurant Application

Please complete this form and return it with required documents and fees, as indicated below, by **May 14, 2018**. No menu exclusives will be granted. Those with unique signature cuisine will be given first consideration in menu selection. Please fill out your preferred menu. You may offer up to 6 food choices and 6 beverage choices which may be alcoholic or non-alcoholic depending upon your current liquor license status. Fixed pricing on like-size branded wine, beer, alcohol, branded soda and bottled water will be in effect, please fill out your suggested retail price for review.

Please return your completed application by May 14, 2018:

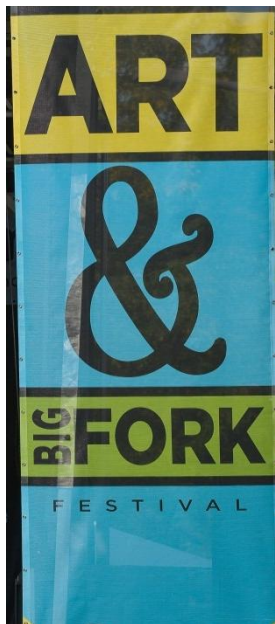
**Amdur Productions**  
**PO Box 550**

**Highland Park, IL 60035**

Please include TWO SEPERATE CHECKS with your application as follows:

**Checks will not be deposited until vendor selection is completed. Vendors not selected to participate in the 2018 Big Fork Festival will be sent their deposit checks back along with their notification letter.**

**1. A check made payable to Amdur Productions in the amount of \$795 for:**



Stage  
Banner

- 1 - 10' x 10' Fire Retardant Tent
- 1 - Front Counter
- 1 - Overhead Work Light
- 1 - Restaurant Name Banner
- 1 - Customized Menu Board
- 2 - 8' Prep Tables
- 2 - Chairs
- 2 - 20 Amp Electric Circuits to your Booth
- 1 - Vendor Trash Receptacle
- 1 - Shared Hand Wash Sinks
- "Super H" Style Sign Poles for Banner Placement
- Booth Installation, Weighting, and Removal
- Electricity from Set-Up to Breakdown of the Event
- Use of Shared Refrigerator Truck
- Hot Charcoal Removal
- Covered Common Area Tables and Chairs with Umbrellas
- Common Area Janitorial & Waste Removal
- Overnight Security
- Continuous Live Entertainment on the Main Stage
- Event Promotion



Menu Board

**2. A check made payable to Amdur Productions in the amount of \$100 for security deposit, to be refunded after the festival if your area is left in good condition.**



## 2018 Restaurant Application

Restaurant Name: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Preferred Menu

Please indicate if any of your offerings are the following: Gluten Free (GF); Heart Healthy (HH); Vegetarian/Vegan (V)

<b>Food</b>	<b>Retail Price</b> (\$3-\$8 suggested)
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____

(Please list beverages on the back)

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## Beverage

## Retail Price

- |          |          |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |
| 6. _____ | \$ _____ |

Submit your completed application with a check for your \$795 participation fee and a check for your refundable \$100 security deposit to the address below BY May 14, 2018. Both checks should be made payable to Amdur Productions.

Amdur Productions  
PO BOX 550  
Highland Park, IL 60035

Questions? Contact Amdur Productions at (847) 926-4300  
Notifications of acceptance will be mailed the week of May 21, 2018.

