

# Decatur Celebration New Food Vendor Application

August 4, 5, 6, 2017 | Downtown Decatur, Illinois | [www.decaturcelebration.com](http://www.decaturcelebration.com)

## AT DECATUR CELEBRATION, THERE'S SOMETHING EXCITING AROUND EVERY CORNER!

Each August, hundreds of thousands of people flock to Central IL to experience **Decatur Celebration**, the Midwest's most exciting family street festival. The massive 3-day event blankets the downtown business district with ten show stages featuring national and emerging music artists, three blocks of authentic Arts and Crafters, spectacular carnival rides for all ages, the Razzle Dazzle Goodtimes Parade and over 60 unique food items hand-picked for quality and inspected for safety.

### FESTIVAL HOURS

Friday, August 4, 2017                    5:00 pm to 11:00 pm  
Saturday, August 5, 2017                11:00 am to 11:00 pm  
Sunday, August 6, 2017                  11:00 am to 9:30 pm

Vendors are required to operate during all festival hours.

### UNIQUE FOOD FORMAT

Decatur Celebration is known for its one-of-a-kind food item policy, wherein vendors may only sell **one food item per space** and are granted an exclusive for that item. This format gives returning vendors the first right of refusal for their product. As you complete your application, please remember that you may only sell one food item per space and no beverages unless it is your primary product (i.e. Lemon Shake Ups). The food and beverage committee will evaluate your application and respond to you upon acceptance.

### WRISTBAND POLICY

Approved food vendors are required to sign a contract agreeing not to sell food or beverage to patrons who are not wearing a festival wristband. Vendors who do not comply with this policy will be given one warning and upon the second offense be asked to leave and forfeit their fees. We are taking compliance extremely seriously because vendors who break the rules hurt the sales of all those around them.

### NEW – Referral Incentive

Help us spread the word to your colleagues for a chance to **WIN A \$500 CREDIT** towards your 2017 booth fees! Your name will be entered into a drawing one time for every new food vendor you refer once that vendor has applied, paid and been accepted. The vendor **MUST** list your name on the "Referred by" line of their application and cannot have been a vendor at Decatur Celebration 2014, 2015 or 2016. Multiple winners may be drawn!

### NEW – Health Code Contract

In addition our Food Vendor Contract, a new "Health Code Contract" is now in place. This contract is an overview of mandatory health & safety-related practices that all food vendors **MUST** adhere to. Non-compliance of this contract will result in either a \$75 Health fine, or booth closure with all vendor fees forfeited.

### Commercially Established Food Vendors

Commercial Brands Vendors who have an established commercial brand and who would therefore benefit from the display and use of said brand will be required to make a reasonable effort to remove or cover brand from visible sight at the festival. Such vendors may enter into a separate Sponsorship Agreement (minimum of \$1,000) for the opportunity to openly display and promote the brand associated with their product. All Sponsorships must be confirmed by the Producer/Director and paid along with their Tier 1 Fees (see below).

### FEES STRUCTURE AND PAYMENT POLICY

We have a two tier fee system. Every vendor is responsible for paying both tiers.

#### **Tier 1 Space Fee** (due with application)

The Tier 1 fee includes front footage, electricity and a food permit.

#### **Tier 2 Food Product Fee** (three payment options available)

The Tier 2 fee is based on historical data. Food products that have an established history with the festival will have a fee based on previous sales. New food products are based on a category average. Categories include entrée, side item, dessert, and beverage. Category fees are as follows:

- Entrée    \$ 824
- Side Item                                        \$ 677
- Dessert    \$ 786
- Beverage (excluding Shake Ups)        \$ 353

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## Tier 2 Payment Options

- Full Payment Option – 100% due by June 30
- Option A – 50% due by June 30, 50% due on August 4 by 11:30pm (+5% service charge)
- Option B – 100% due on August 4 by 11:30pm (+10% service charge)

## PAYMENT / REFUND / PENALTY

Application and Tier One fees for returning vendors must be received **no later than March 31, 2017** in order for you to retain your product and space. Deposits on Tier One fees will not be accepted. **You may forfeit your product and space if you do not comply by this date.**

In the event you must cancel, you may receive a 50% refund if requested before May 31, 2017. There are no refunds after June 1, 2017.

There will be a \$50 charge for all NSF checks for any reason. This must be paid prior to your admittance.

## GENERAL INFORMATION

Business ID # \_\_\_\_\_ -or- Non-Profit ID # \_\_\_\_\_

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

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

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

Home phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Business phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Cell Phone(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail \_\_\_\_\_

Detailed Food Item Description \_\_\_\_\_

Portion Size: \_\_\_\_\_ Projected Price: \$ \_\_\_\_\_

## TIER ONE (MUST BE PAID IN FULL TO HOLD SPACE)

### FRONT FOOTAGE

Minimum space size is 10' deep x15' along the curb. Multiple spaces will be combined along the curb. Purchasing two 10'x15' spaces will give you a space that is 10' deep x 30' along the curb. The food committee will measure each booth and charge for space overages.

Concession Description:  Mobile Unit / Trailer  Stick stand or tent

(\_\_\_\_) space(s) at 10' deep x 15' along the curb x \$425 = \$ \_\_\_\_\_ (A)

How many total front feet do you need? \_\_\_\_\_

Each space is 10 ft. deep by 15 ft. wide. If you need more than 15 front feet, each additional foot is \$30

(\_\_\_\_) additional front feet x \$ 30 = \$ \_\_\_\_\_ (B)

To comply with fire code and festival policy, all food vendors agree their booth will not stick out more than 10' deep, including awnings, tables, or any other non-permanent attachment. This will be strictly enforced.

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## ELECTRIC

It is imperative that the information you submit is correct as we will only be prepared to provide you with the service you have requested. On site changes will result in a penalty fee of \$200 minimum.

Do you need electricity?       YES       NO

120 Volt, 20 Amp Circuits Needed (each with one duplex outlet)

One at \$75     Two at \$100     Three at \$125     Four at \$150      \$\_\_\_\_\_ (C)

220 Volt Single Phase Services Required

30 amp at \$175     60 amp at \$200     100 amp at \$225      \$\_\_\_\_\_ (D)

If you need greater than 100 amp, please contact Shelley York, Event Manager.

## SUPPLY VEHICLE ELECTRIC

Supply vehicles are not permitted to park by your booth location. You will receive one parking pass per booth that you can use for this purpose. However, if you need electricity for a supply vehicle you must complete this section. We will provide a spot within a couple of blocks of your concession with electric hook up. Space is very limited and first come first serve. Most locations only have 120 volt service and can only accommodate vehicles up to 30' long. If you need more space or electricity, special accommodations must be made in advance.

Do you need electricity for your supply vehicle?       YES       NO

(\_\_\_\_\_) 120v / 20 amp duplex      x \$ 75 =      \$\_\_\_\_\_ (E)

## ELECTRICAL REQUIREMENTS

The Decatur Celebration, in conjunction with the City of Decatur Electrical Inspection Department, has set forth electrical requirements for food vendors at the Celebration. These regulations are the minimum requirements set forth by the City of Decatur and will be enforced at the 2017 Celebration. The Decatur Celebration reserves the right to suspend operation of any vendor that is deemed unsafe or does not conform to the above requirements.

- All 120v-15 and 20 ampere receptacles installed within 6 feet of any sink connected to a water supply must have ground-fault circuit interrupter protection for personnel.
- All receptacles must be grounded and properly installed in accordance with NEC 406.3 (2002 edition).
- Power supply shall be in compliance with NEC 550-4. Connection means shall be in compliance with NEC 550-4(a). All power supply cords requiring 120-240V shall not have attachment plug caps or shall have removable plug caps. Festival electricians will connect these cords directly to the power supply.
- Wiring, disconnect devices, and branch circuit protective equipment shall be sized according to the load and in compliance with NEC 210-19, 240-2, 240-3.
- Special attention must be given to the separation of the neutral and the equipment ground in sub-panels as per NEC 408-20 and NEC 250-24 (4)(5), 2002 edition.
- Electric outlets must be kept dry and off the ground by setting them on a box or table.

Vendors using 220v service **MUST** provide 100 feet of 4 conductor cable (2 hot, 1 neutral, 1 ground) appropriately sized to serve your load. We need to know in advance how many feet of cable you will bring, please list here:

I will bring \_\_\_\_\_ feet of cable.

**List and describe the electrical equipment you will be using. Do not include propane devices.**

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## MACON COUNTY MOBILE TEMPORARY FOOD PERMIT

The Macon County Health Department requires food vendors to purchase a mobile temporary food permit in the amount of \$75. If you have a current 2017 seasonal Macon County permit that is valid for 180 days and includes our festival dates then you are not required to buy a temporary permit. You are paying us for the permit. We will apply for the permit for you, and you will receive your permit at the festival upon completion of inspection and food safety certification. Non-profits must apply for a food permit but will not be charged the \$75 fee.

- I will provide proof of my existing seasonal permit
- I am a non-profit and need a permit.
- Yes, I need a permit at \$75. \$ \_\_\_\_\_ (F)

**TIER ONE TOTAL AMOUNT DUE with application** (add lines A through F) \$ \_\_\_\_\_ (G)

## TIER TWO FEE

- Returning vendors – Your Tier 2 fee is the same as last year. After you submit your application, you will receive an approval e-mail that includes your Tier Two fee.
- New vendors – Your Tier 2 fee will be based on the type of product you wish to sell and our master product list. Please contact Shelley York, Event Manager at (217) 423-4222 x102 or [shelley@decaturcelebration.com](mailto:shelley@decaturcelebration.com) before submitting your application to determine your fee.

## INSURANCE

Vendors must assume full responsibility for any and all liabilities incurred on behalf of the vendor's services or products. Proof of insurance must be furnished indicating adequate coverage on or before July 1, 2017. The Celebration will drop vendors who do not meet this deadline and all fees are forfeited.

A \$500,000 CGL Policy is required and must list the following entities (exactly as stated) as additionally insured:

THE DECATUR CELEBRATION, INC., THE CITY OF DECATUR, AND THEIR RESPECTIVE DIRECTORS, AGENTS, OFFICERS, AND EMPLOYEES

## BREAKFAST

Earn extra money by serving breakfast to our festival set up crew, other vendors, chairmen and more. We will help promote that you are open for breakfast. Breakfast hours are from 7 am to 10 am on Saturday and Sunday.

- NO, I will not serve breakfast
- YES, I will serve breakfast items including \_\_\_\_\_

## MEAL TICKETS

Each year the Decatur Celebration provides meal tickets for a limited number of special guests and VIPs. We ask that you participate in the meal ticket program by offering a special wholesale price of \$5 max. for your food item. Vendors will be **reimbursed** for the tickets they collect. Vendors will be responsible for returning the tickets to Decatur Celebration within (1) month of the festival. Once the tickets are received, the Decatur Celebration will promptly issue a reimbursement check to the vendor. If you do not wish to participate, do not accept meal tickets as you will not be reimbursed for them.

- NO, I will not participate
- YES, I will participate serving \_\_\_\_\_ for the wholesale price of \$ \_\_\_\_\_

## WATER HOOK UP

The Decatur Celebration will provide a hose connector at the nearest fire hydrant (subject to availability). There is no charge for this water hook-up. You must provide your own hose that is RV quality, certified for drinking water use, and long enough reach without couplings. Hoses may cross the street and be subject to vehicle traffic. A garden hose is not acceptable.

Do you need water to **produce** your product? (not for clean-up)  YES  NO

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## PROPANE

Vendors are responsible for full arrangement of propane delivery and pick up.

Do you use propane?  YES  NO

If yes, please list equipment utilizing propane: \_\_\_\_\_

## ICE

Ice bags and blocks are readily available in the lower level of the Barnes Citizens Building and must be purchased from the Decatur Celebration unless prior arrangements have been made with the Shelley York, Event Manager. Be prepared to transport the ice back to your booth. Cash Only.

Do you require ice for your concession?  YES  NO

If yes, please specify how many blocks or pounds of ice you anticipate needed: \_\_\_\_\_ blocks \_\_\_\_\_ lbs

## GREASE

Dumping barrels will be provided nearby concessions who have specified that they have grease as a by-product. Use only those barrels designated for grease and not trash barrels. **The City of Decatur will impose a \$2,000 fine for dumping grease into the sewer or streets.**

Do you have grease as a by-product?  YES  NO

If yes, how many gallons will you dispose of during the event: \_\_\_\_\_ gallons

## SPACE ALLOCATION

All decisions regarding space and location assignments made by the festival are final. The vendor must agree to set-up and operate the number of booths of a specified product(s) as requested by the Festival. Inability to set-up and operate all booths will result in the vendor releasing rights to vend a specific product. Vendor agrees to maintain all operating equipment and supplies in a self-contained booth or within the designated supply areas.

## COMMERCIAL SALES

Food vendors are prohibited from selling commercial items such as raffle tickets, clothing, toys, and novelties.

## PRODUCT PRICING

Once you have set your price at your stand, you may not change it without the authorization of the Food Chairmen or Producer. Vendors must display a price menu at each booth – **Please pre-print a sign that clearly states your food product and its price.**

## SIGNAGE

Only the product being sold may be displayed on your booth/trailer. We require you to cover all other signs which do not apply.

## TAXES

All vendors are required to pay City and State sales tax. Tax should be included in the retail cost of each item sold. A total tax of 11% (broken down as follows) is to be administered on the items you sell.

<u>TAX</u>	<u>PERCENT</u>	<u>TYPE</u>	<u>PAYABLE TO</u>
General Merchandise Tax	9%	City & State	State of Illinois
Food & Beverage Tax	2%	City	City of Decatur

You are also required to carry an Illinois Business Tax number in order to sell product at our event. You **MUST** send a copy of your certificate of registration to us in order to participate. If you do not have an IBT number, the following are three easy ways for you to acquire one, but be sure to allow one to two weeks to ensure you have what you need for the festival.

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- Call (217) 785-3707 and speak to a representative who can set you up with your number.
- Fill out the online form at [www.iltax.com](http://www.iltax.com)
- Print out and mail the form from the website.

If you have questions or concerns regarding taxes, please call Donna Cobillas: City of Decatur, (217) 424-2854.

## **HEALTH CODE**

Vendors agree to adhere to the Macon County Health Department regulations. More information on health regulations will be sent to you prior to event. More information may be acquired by calling the Macon County Health Department at (217) 423-6988. It is very important you strictly adhere to their policy and procedures.

## **PLEASE RETURN SIGNED APPLICATION AND PAYMENT**

**Returning vendors: Return by March 31, 2017 in order to reserve your product(s) and space(s)**

I \_\_\_\_\_ (please print) hereby sign that the above information entered on the Decatur Celebration, Food and Beverage application are true and accurate to the best of my knowledge and I realize my responsibilities as a vendor.

<b>Summary</b>
Tier 1 Fee: \$ _____(H) - amount enclosed
<b>TOTAL: \$ _____</b>

Vendor Signature \_\_\_\_\_

Date \_\_\_\_\_

## **What's Next?**

1. Your application will be reviewed by the Food Committee. Staff will contact you with any questions.
2. If you are accepted, you will be forwarded a contract that verifies all of the information provided and officially offers the space and product upon agreement of terms. Please sign and return this contract immediately, as your product is not guaranteed until your signed contract is on file.
  - a. Per your contract, you will be required to submit payments and other requested documents in a timely manner, or your contract can be voided and you will forfeit your fees, space and product.
3. If you are not accepted, your Tier One payment will be returned with your application.