



# 2018 Food Vendor Application

\$500 Registration fee per 10' x 15' space  
 \$100 fee for late or incomplete paperwork  
 Food Vendor Meeting May 1, 2018, 3 PM



**Deadlines: Rib Vendor due March 9, 2018    Non-Rib Vendor due March 23, 2018**

**Festival Dates and Operating Hours: Friday, June 8, 5–10 PM; Saturday, June 9 and Sunday, June 10, Noon–10 PM**  
**Festival Location: Lincoln/Irving Park/Damen      Festival Website: [www.Ribfest-Chicago.com](http://www.Ribfest-Chicago.com)**

**CONTACT INFORMATION** (Please type or print legibly. Form must be fully completed.)

Northcenter Chamber of Commerce Member     Yes     No

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Company \_\_\_\_\_

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

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Phone \_\_\_\_\_ Fax \_\_\_\_\_ FEIN/IDOR# (Required) \_\_\_\_\_

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Vendor Contact \_\_\_\_\_ Email Address (Required) \_\_\_\_\_

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Payment Contact  Same as Above      Phone \_\_\_\_\_ Email Address (Required) \_\_\_\_\_

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Day-of-Event Contact (OnSite / Pre-Event Communications)  Same as Above      Mobile Phone \_\_\_\_\_ Email Address (Required) \_\_\_\_\_

**Method of Payment:**     Cash       Check (Payable to Northcenter Chamber of Commerce)       Credit Card

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Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

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Credit Card Holder Name \_\_\_\_\_ Billing Address \_\_\_\_\_ Signature of Card Holder \_\_\_\_\_

**BOOTH INFORMATION** (Please type or print legibly)

Menu Items (Rib Vendors must include a Rib Sampler)

\_\_\_\_\_

\_\_\_\_\_

- Need to rent tent, tables, electricity, etc.? Please complete Equipment Rental Form and submit with application. **We do not** provide running water or lights.
- Booth will have music (amplified music is **not** allowed)  
 Explain: \_\_\_\_\_  
*(Strict limitations apply. Ribfest Committee must approve music in advance.)*
- Booth will be using propane (City ordinance requires all propane tanks to be 10 feet away from any canopy.)  
 \_\_\_\_\_ 10' x 15' space(s) requested x \$500 each  
 \_\_\_\_\_ Premium space fee to request booth assignment location (as available, certain restrictions apply) \$500 per vendor  
 \_\_\_\_\_ People attending Summer Sanitation Course at \$45/person  
 \$ \_\_\_\_\_ Total Registration Fee due with application

**Application will not be processed and space will not be secured until full payment and signed application are received.** Please make all checks payable to: **Northcenter Chamber of Commerce**. Application and payment should be mailed to:

Big Buzz Idea Group, Attn: Ribfest Chicago  
 4055 W. Peterson Ave., Suite 105  
 Chicago, IL 60646

For more information, contact Craig, Big Buzz Idea Group, at (773) 804-8589 or email [Craig@BigBuzzIdeaGroup.com](mailto:Craig@BigBuzzIdeaGroup.com).

**REQUIRED ITEMS FOR TEMPORARY FOOD LICENSE**

City licensing and compliance with the Department of Health and Sanitation is the responsibility of each Food Vendor.

- Completed Ribfest Application
- Temporary Food Vendor Application
- Copy of Current Health Inspection (must be dated 2018)
- Certificate of Insurance must list the City of Chicago (121 N. LaSalle St., Chicago, IL 60602) as the Certificate Holder and list the Northcenter Chamber of Commerce and Big Buzz Idea Group as Additional Insureds
- Copy of Summer Sanitation Certificate OR
- Check here to participate in a Summer Sanitation Course Tuesday, April 24, 2–5 PM at the Chamber Office, 4054 N. Lincoln Ave.  
**Must register by April 17 to participate.**
- Booth Site Plan

For the safety, security and benefit of our vendors, all participants must abide by the rules and guidelines on the reverse side. Any non-compliance may result in immediate removal from the festival and further action will be taken if necessary.

- I have read, understand and will comply with the rules and guidelines set forth. Application will NOT be processed if not checked or without signature below AND initialed where designated on the reverse side. If faxing, send both sides.**

VENDOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

HOSTED BY



PRODUCED BY



# 2018 Ribfest Chicago Food Vendor Application

## FOOD VENDOR RULES AND GUIDELINES (Requirements subject to change pending any 2018 Food Vendor mandates.)

Food Vendor Applications, non-refundable registration fee and all supporting documentation: must be submitted by **March 9, 2018 for Rib Vendors** to be considered, and by **March 23, 2018, for Non-Rib Vendors**. The Northcenter Chamber of Commerce (NCC) and Big Buzz Idea Group (BBIG) are not responsible for applications that do not include the necessary documentation. **Vendors with outstanding debt to the NCC and/or City of Chicago will not be allowed to participate until outstanding financial obligations are rectified.**

Submission of application does not guarantee acceptance to the event. **Due to limited space at Ribfest Chicago, vendors will be selected based on menu, completion of paperwork, payment, signed application and previous participation.** The Ribfest Chicago Committee reserves the right to limit the number of Food Vendors in all non-rib categories (i.e. Chinese, Mediterranean, etc.). Application/equipment fees will be refunded to any vendor not approved.

To qualify for NCC membership, restaurants must be located within a two-mile radius of the NCC office at 4054 N. Lincoln Ave., and the membership application must be filed by February 28, 2018.

### FEES AND COMMISSIONS

- A non-refundable \$500 registration fee will reserve your 10' x 15' space. An **optional \$500 premium space fee** per vendor will apply for specific booth assignment requests (based on availability, certain restrictions apply). This application fee includes the City of Chicago Temporary Food Vending License and a sanitation sink. Each food vendor will be required to complete a Ribfest Chicago Application, Temporary Food Vendor License Application (with final menu and site plan), copy of current Health Inspection (**dated 2018**), Summer Sanitation Certificate and Certificate of Insurance verifying Commercial General Liability Insurance with the **City of Chicago** as the Certificate Holder with the **Northcenter Chamber of Commerce**, and **Big Buzz Idea Group** named as Additional Insureds. This is a rain or shine event. Inclement weather or Acts of God will not result in the cancellation of the event or the refunding of your fees. A **\$100 late fee** will be assessed for all **late or incomplete** applications. Any outstanding registration, premium booth or equipment rental fees deducted from final payout will be subject to a 25% penalty.
- This is a ticketed event. All food prices must be in \$1 increments. **Cash sales are not permitted.** Any vendor accepting cash sales will be **immediately** closed down and removed from the festival.
- The NCC will receive **20% (15% for NCC members)** of all sales based on food tickets, and you will receive a check for 80% (85% for NCC members) issued on **Friday, June 15, between 2 and 4 PM**. Tickets must be wrapped in \$100 bundles and submitted to the NCC office at 4054 N. Lincoln Ave., Chicago, IL 60618 by **4 PM Wednesday, June 13**. Tickets submitted after June 15 will incur a 5% deduction per day. Any fines and/or outstanding fees will also be deducted from this payout. Food Vendors assume sole responsibility for their tickets. The NCC and BBIG are not responsible or accountable for any lost and/or stolen tickets.
- The NCC **does not** withhold any taxes from Ribfest Chicago participants, and any taxes associated with Ribfest Chicago participation are the responsibility of each individual Food Vendor.

INITIAL I understand the fees due and commissions paid on sales. \_\_\_\_\_

### MENU AND BEVERAGES

- Food Vendor menus will be approved on a first come basis. All final menus are subject to approval by the Ribfest Chicago Committee.
- Rib vendors will be required to offer a rib sampler consistent with other rib vendors. The cost and size will be determined at the **Food Vendor meeting scheduled for Tuesday, May 1, 3 PM at the Northcenter Chamber office, 4054 N. Lincoln Ave.**
- All alcoholic beverages, soda and water will only be sold by the NCC. Food vendors may sell other pre-approved non-alcoholic beverages.
- If rib quantities fall below a certain pre-determined level, the Ribfest Chicago Committee reserves the right to ask all vendors to limit rib sales to Sampler sizes.

### BOOTH REQUIREMENTS

- Vendors are responsible for setup/teardown of signage, tents, tables and equipment. Vendors may participate in a bulk rental of equipment. You may use only your assigned space. No drilling into the street is permitted.
- Vehicles are only allowed on the street for setup prior to the event and for teardown after the festival has closed. You will be notified when it is safe to bring your vehicle onto the street. All vendors will receive a confirmation email regarding load-in and load-out times and parking arrangements, if any, for vendors. Each vendor must adhere to the established guidelines. **All vehicles must be removed from the route 60 minutes prior to the start of the event. At no time can vendors utilize the CVS parking lot or block residential alleys or driveways.**
- All tents, booths or canopies must be made from fire retardant material. Each food vendor must have an approved fire extinguisher (carbon dioxide or multi-purpose dry chemical and a minimum of twenty pounds) in their booth. Each canopy must be properly weighted down (40 lbs. attached per leg).
- The City of Chicago requires all propane tanks to be chained together and attached to a stationary post and must be 10 feet away from any canopy. Food sales can be postponed until propane tanks are properly secured.
- All Food Vendors are responsible for complying with all City of Chicago and State of Illinois guidelines for food service to the public.
- In an effort to protect your space and effectively maintain cleanliness of the event, any vendor not staffing their booth for the duration of the event will be required to "close their booth" using tent sides. **Vendors who do not adhere to this policy will be fined \$75 per day.**
- Sidewalks must be left unobstructed at ALL times.** Any Food Vendor using any portion of the sidewalk **will be fined \$200 per day.** Protective materials must be placed under fryers and grills. Any vendor who leaves equipment or supplies behind at the close of the event will incur **an additional \$200 fine (NO exceptions).**
- Each vendor is required to empty garbage, recyclables and grease as necessary in the Chamber-provided containers. **DO NOT dispose of grease in the street gutters.** Vendor space must be kept clean and free of debris. A Ribfest Chicago staff member will periodically monitor and then review the space for cleanliness each night with the vendor. **Any booth not properly cleaned prior to exiting the festival will have a \$200 fee withheld from final payouts.**
- Running water and lights are not provided. However, one sanitation sink will be provided for Food Vendor booths.

### GENERAL

- All Ribfest Chicago participants and their employees are expected to serve as a positive representation of the community and at no time should engage in any illegal activities. Any vendor found in violation of these rules can be fined and immediately removed from the festival at the Chamber's discretion.
- Mistreatment of staff or volunteers will not be tolerated. BBIG/NCC reserves the right to remove any individual/company from the event and ban from future Big Buzz Idea Group productions.
- NCC, BBIG, employees, related festival providers and participating sponsors will NOT be responsible for any injury, loss or damage that may occur to the vendor, its employees or property prior to, during or subsequent to the period covered by the vending contract. The vendor signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- We are grateful for the support of our sponsors. Vendors are expected to work with sponsors and follow contract specifications when applicable.
- This event will be photographed and videotaped.** By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Ribfest Chicago, the Northcenter Chamber of Commerce and/or Big Buzz Idea Group.

INITIAL I have read and will comply with the rules and guidelines. \_\_\_\_\_