



Beattie Is...2019!
Arts Festival

FOOD VENDOR BOOTH

Food Vendor ONLY

Sunday | September 8, 2019

Event Runs 11 AM to 6 PM

CONTACT INFORMATION

Business / Organization Name: _____

Primary Contact Name: _____

Email: _____ Cell: _____

Business Phone: _____

Business Address: _____

IL State Franchise Tax Resale #: _____

BOOTH TYPE

Food Truck

Open Prep Food Booth

Menu Description: _____

Vendor Checklist

Complete, sign and enclose the vendor application WITH payment	
Payments accepted ON or BEFORE July 1, 2019: Cash, Check, Credit Card	

All vendors must have an approved application on file with the Rockford Area Arts Council to share, sample, or sell products with the public within the event. The Rockford Area Arts Council and the Festival Committee assume no responsibility for any loss, damage, injury, or claim arising out of the participant's acts or omissions in the Beattie Is...2019 Arts Festival. Further, the participant shall defend and indemnify the Rockford Area Arts Council and the Festival Committee for the negligence, fault, misconduct, and liabilities caused by the participant should said negligence, fault, and/or misconduct lead to the filing of a claim or legal action. The participant agrees to abide by the information, Rules, and Regulations outlined by the Rockford Area Arts Council in the Vendor Application for 2019. Violation of the Information, Rules, and Regulations may result in expulsion from the event and exclusion from future events.

Printed Name: _____

Signature: _____ Date: _____

Make checks payable to Rockford Area Arts Council

713 E. State Street, Rockford, IL 61104

OR EMAIL a.naber@artsforeveryone.com

FOOD VENDOR INFORMATION, RULES AND REGULATIONS

IMPORTANT INFORMATION! PLEASE READ CAREFULLY!

Beattie Is... ♦ September 8, 2019 ♦ 11:00 am-6:00 pm

BOOTH SPACE

- ♦ FOOD vendor spaces are 10ft x 20ft.
- ♦ Booth fee is \$50 per vendor.
- ♦ Only booth space is provided. You must provide your own canopies, tents, tables, chairs, trash cans, etc.
- ♦ IL Seller's Permit and Health Permit (where applicable) must be available for inspection prior to set-up.
No food or merchandise sales will be allowed without a valid permit.

EVENT HOURS/SET-UP/BREAKDOWN

- ♦ The festival will run from 11:00 am-6:00 pm on Sunday, September 8, 2019. Vendors are required to be ready and open by 11:00 am and remain open until 6:00 pm.
- ♦ FOOD vendors will be allowed in the set-up area for unloading from 8 am-10 am. You may NOT begin assembling your booth until after your vehicle is removed from the event area. Parking is available on the street and the areas surrounding the festival. Do not park in private lots—your vehicle may be towed.
ALL PERSONAL VEHICLES MUST BE OUT OF THE EVENT AREA NO LATER THAN 10:00 AM.

SALES INFORMATION/HEALTH PERMITS

- ♦ All vendors must submit their application with a detailed description of all food to be sold whether foods are prepackaged or prepared on-site.
- ♦ Absolutely NO tobacco or alcohol can be sold. NO illegal drugs or drug paraphernalia will be allowed.

CLEAN-UP

- ♦ **NO EARLY DEPARTURES. All booths must remain open until the festival ends at 6 pm.** It is the responsibility of the vendor to clean the allotted booth space including removal of their own trash upon the conclusion of the event .

ELECTRICITY

- ♦ Limited electricity will be available to food vendor participants **ONLY** if reserved in advance.
- ♦ Electricity CANNOT be requested on the day of the event. Generators of any kind are prohibited.

BOOTH DÉCOR

- ♦ The Festival Committee asks that all vendors use tables, sandwich boards, easels, etc. to display all goods for sale. No items shall be displayed on the ground or outside the allotted booth space.
- ♦ Signage and booth decorations are encouraged as long as they are in good taste and do not interfere with neighboring vendors.

APPLICATION INFORMATION

- ♦ Vendor acceptance and booth assignments are made on a first come, first served basis, according to when the application AND payment are received.
- ♦ When mailing in your completed and signed application, please include payment by check or credit card.
- ♦ Please address checks to "Rockford Area Arts Council."
- ♦ Cancellations must be received in written form no later than August 10, 2019 for a full refund.
- ♦ Vendor confirmation and booth assignments will be EMAILED out no later than 2 weeks prior to the event date.
No paper confirmation will be sent so please make sure to have a valid email address on file.