

# 2017 DEKALB CORN FEST VENDOR BOOTH SPACE CONTRACT



**PLEASE FILL OUT THIS APPLICATION ONLINE AND SAVE AS A PDF FILE AND EITHER MAIL OR EMAIL TO CORN FEST. ALL INFORMATION MUST BE LEGIBLE. IF YOU CANNOT DO ONLINE PLEASE CLEARLY PRINT ALL INFORMATION.**

**2017 Corn Fest Dates: August 25th, 26th and 27th.**

As a vendor, it is important for you to read this packet very carefully.

Applications are accepted on a first-come, first-serve basis. You must have application and payment submitted to be placed on map. You may turn your insurance certificate in after as some have renewal times. We must have insurance no later than 2 weeks before the fest. **After applications are accepted, there are no refunds, no exceptions.**

This year, the festival will start on Friday, August 25th, 2017 for all events and vendors. Set-up for the festival will be on 10am. You will receive instructions the week before the fest on set up.

DeKalb Corn Fest has sole authority over booth placement. Local sales tax forms will be sent with your confirmation letter. It is **your** responsibility to submit to the City of DeKalb. Please Note: If you are in tax arrears with the City of DeKalb, you will not be allowed to purchase a booth space until the City is paid.

Food vendors are required to follow all DeKalb County Health Department rules, including on-site mechanical refrigeration units. Coolers filled with ice do not qualify.

We look forward to working with you again to make this year's festival another community success and seeing you at the 2017 DeKalb Corn Fest! Feel free to contact us with any questions at 815-748-2676 or [vendor@cornfest.com](mailto:vendor@cornfest.com)

Sincerely,

**DeKalb Corn Fest Committee**

# 2017 DEKALB CORN FEST INC BOOTH SPACE CONTRACT

Please read this application carefully and answer every question completely. Applications are accepted on a first-come, first-serve basis. You must have application and payment in to be placed on map. You may turn your insurance certificate in after as some have renewal times. We must have insurance no later than 2 weeks before the fest. **After applications are accepted, there are no refunds, no exceptions.**

**VENDOR SPACE:** Corn Fest agrees to provide Vendor with spaces at the Corn Fest described below:

- Vendor agrees that Corn Fest shall have sole authority and discretion in the assignment of the spaces at the Corn Fest.
- Any Vendor located on festival grounds must provide their own tent or other shelter to cover for their space. They must also provide the proper extension cord (12 gauge 3 prong outlets 50 ft. or longer) for any electrical needs. See Exhibit "B" to list electrical items and amps needed at fest.
- Booth tents, signs, tables, condiment tables, cooking equipment, or other items related to Vendor operation **must not project past marked booth space. All menu prices must be at least 2" in height so patrons can see from the street.**
- Corn Fest will not provide any items not specified in this agreement.

**VENDOR SPACE CLEAN UP:** Vendor will assure that booth space is **thoroughly** cleaned at tear down.

**FOOD INSPECTION:** Food vendors will be continually inspected by the DeKalb County Health Department and by the DeKalb Corn Fest, Inc. staff during the festival. Proper storage, preparation, etc., of cooked items will be strictly enforced. Health Department Guidelines will be included with your confirmation letter. "If you are in violation of the Health Codes, you have to leave and forfeit your funds". **NOTE:** On-site mechanical refrigeration unit **are required** of all food vendors dealing with potentially hazardous perishable food items, such as meat, poultry, fish and dairy items. Your booth will be inspected before the festival opens at 3pm. Everyone should be prepared for inspection at 2pm.

**WATER:** Corn Fest will provide Vendor with a portable water source. There is no running water to booths. Vendors choosing to use this water source must provide an approved food grade quality bucket to transport water.

- Vendors are prohibited from smoking in their booth.
- Vendor must obtain health and sanitation rules, regulations, and fees from the DeKalb County Health Department. <http://dekalbcounty.org/Health/environmental/industry.html>

**Grey Water, Grease, and Garbage:** All grease must be disposed of by vendor off premise of the festival. Any vendor caught putting grease down sewage drains will be terminated immediately. Corn Fest supplies a hot charcoal container by the crafter fair. All other garbage must be put in festival totes

- Trash shall not be piled up at Vendor tent. Trash removal must be made regularly to the proper containers. Waste and recycling containers will be available and *all vendors are responsible for cleaning their own spaces.* **Vendors selling items that generate a large amount of garbage such as corn cobs, etc. will be required to lease a 2 yd. container from Corn Fest for the festival weekend.**

**City of DeKalb Fire Department:** Vendor agrees to comply with all the rules and regulations of the City of DeKalb and the DeKalb Fire Department.

- All food service Vendors must have a Class 2A-40BC rated fire extinguisher; any vendors cooking with oil are required to have an additional fire extinguisher with a Class K rating. All fire extinguishers must be easily accessible within the vending area.
- Open-flame cooking under a tent is prohibited. All open-flame cooking must be at least five (5) feet away from tent. Discarded coals shall be soaked and properly disposed of in charcoal container located on premises.

**Electrical:** Electricity will be available in limited amounts. Electrical inspector will be on-site to check electrical hook-ups and to remove any potentially dangerous situations. (Any additional electric requirements other than what was requested on the application will be charged to you directly and will be paid in full before you will be able to open for business).

- Vendor shall list all of its electrical requirements in Exhibit C, attached hereto. Should the Vendor require an additional 110-volt, 20 amp circuit, the Vendor agrees to pay an additional flat fee of two hundred fifty dollars (\$250.00) per additional 110 volt, 20 amp circuit. These additional circuits are only sold in these increments. Any electrical requirement in excess of the above (included 110 volt, 20 amp circuits) shall be **prepaid** in addition to the cost of materials and services provided by the electrician hired by Corn Fest, at the electrician's hourly rate and material costs.
- If a Vendor exceeds the electrical needs, it shall be liable for any damages caused, including consequential damages. Any Vendor that continues to exceed its electrical needs listed shall be considered in breach of this agreement. In the event of breach by the Vendor, Corn Fest shall be entitled to terminate this agreement, remove the Vendor from the premises and retain all fees paid by Vendor as liquidated damages for the Vendor's failure to comply with this agreement.

**Vendor Menu:** A completed menu (Exhibit A) must accompany the signed contract. Vendor agrees to sell only those item(s) as shown on Exhibit A at the price marked. Corn Fest must be contacted of any changes before the fest.

**Hours of Operation:** Vendor agrees to comply with the schedules for the operation of its food booth as stated per the location option above.

- Vendors arriving onsite must obtain Corn Fest Food Vendor Committee Approval before setting up.
- **Vendors may not set up their booth until 10:00 AM on Friday, August 25<sup>th</sup>. Take down time for Vendor area shall be no earlier than 6:00 PM on Sunday, August 28<sup>th</sup> or after the event has been cleared by the DeKalb Police Department, whichever is later. A letter will be sent out the week before the fest telling you where to line up to enter the fest for set up. NO FOOD MAY BE SERVED AFTER 6PM ON SUNDAY IN ORDER TO GET ROADS CLEARED BY 8PM.**

**Security Violations and Failure to Perform:** Vendor agrees to abide by all security measures set forth by the City of DeKalb, DeKalb Park District and DeKalb Corn Fest.

- **Vendors will be expected to act in a proper manner with all festival patrons and Corn Fest staff, No foul language or unprofessional behavior toward patrons or staff will be tolerated. Corn Fest staff has final say on any infractions on vendor part and must be rectified immediately. Failure on the Vendors part to comply with these measures shall be a breach of this agreement and will be asked to leave the fest with no refund of fees.**



**EXHIBIT 'B'**

**(Electrical Requirements)**

**List electrical items to be used in booth**

Type of Equipment	Voltage Requirement	Amperage Requirement

**BOOTH SPACE: EACH SPACE IS 12 FT. X 15 FT.**

**Out of Town Vendor (Not DeKalb County)**      \$900    Quantity \_\_\_\_\_      \$ \_\_\_\_\_

**DeKalb County Business**      \$450    Quantity \_\_\_\_\_      \$ \_\_\_\_\_

**Downtown DeKalb Merchant**      \$350    Quantity \_\_\_\_\_      \$ \_\_\_\_\_  
**(Any merchant on Lincoln Hwy. Between 1<sup>st</sup> and 4<sup>th</sup> St.)**

**DeKalb County Non-Profit**      \$250    Quantity \_\_\_\_\_      \$ \_\_\_\_\_

**Food Inspection Fee**      \$130 **per booth location**      \$ \_\_\_\_\_  
 (See item #4.0. Exhibit 'A' must be completed)      \$80 for Non-profit- **must attach 501c(3) form**

**2yd Dumpster rental with 1x per day servicing**      \$100 X \_\_\_\_\_ =      \$ \_\_\_\_\_

120v 20amp circuits – circle quantity: Number of circuits \_\_\_\_\_ x **\$85.00 per circuit**=      \$ \_\_\_\_\_

**Vendors requiring power must have Exhibit 'B' filled out in its entirety**

**SUBTOTAL**      \$ \_\_\_\_\_

**RENEWAL DEPOSIT**      \$ - \_\_\_\_\_  
 (if you made a \$200 deposit to reserve your booth space at end of last year, subtract \$200 from from amount due)

**TOTAL DUE**      \$ \_\_\_\_\_  
 (Make check payable to DeKalb Corn Fest, Inc.)

**I HAVE READ THE ENTIRE DEKALB CORN FEST, INC. CONTRACT (ENCLOSED), AND I UNDERSTAND THAT FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS CONTAINED HEREIN COULD RESULT IN THE LOSS OF MY BOOTH SPACE WITHOUT ANY REFUND OF FEES. CORN FEST, INC. RESERVES THE RIGHT TO REFUSE ANY APPLICATION THAT HAS AN OUTSTANDING TAX DUE TO THE CITY OF VIOLATED ANY OF OUR RULES LISTED ABOVE AT PREVIOUS YEAR FESTIVALS.**

I also understand that all beverages must be purchased through Pepsi on premise unless you have a specialty drink that must be approved by Corn Fest, Inc. I also understand all city tax must be paid no later than 30 days after the festival.

*I release DeKalb Corn Fest Inc., DeKalb Park District, and the City of DeKalb from any liability and responsibility for any loss, damage, or bodily injury before, during, or after the festival herein. DeKalb Corn Fest, Inc. reserves the right to refuse any application.*

ACCEPTED BY \_\_\_\_\_  
SIGNATURE

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

RETURN APPLICATION AND FEE TO: **vendor@cornfest.com** or mail application to:  
DeKalb Corn Fest 1586 Barber Greene Rd., DeKalb, IL 60115

**DON'T FORGET TO ENCLOSE CHECK AND CERTIFICATE OF INSURANCE**  
**PLEASE NOTE THAT THE CERTIFICATE OF INSURANCE NEEDS TO INCLUDE:**  
*DeKalb Corn Fest, DeKalb Park District & City of DeKalb as Certificate Holders for August 25, 26, 27<sup>th</sup>, 2017.*