CELEBRATION: A Festival of the Arts Concessions - Terms & Conditions

1. Foods of international or unusual character will receive the highest consideration by the Foods Concession Committee. Vendors are allowed to sell soft drinks, but NO shake-up type/style or lemonade drinks.

2. The food concessions fee is $300, payable at the time you submit your application and five-percent (5%) of gross sales payable at the conclusion of the festival.

3. Application and entry fee must be received by Friday, March 8 to be considered for inclusion as a food vendor.

4. Please include insurance verification when submitting your application.

5. Food vendors must comply with Coles County Health Department regulations and complete a Temporary Food Permit Application prior to the festival. Vendors are subject to an inspection during the festival.

6. **Mail Application, Insurance Verification, and Entry Fee to:** Celebration, 600 Lincoln Ave., Charleston, IL 61920.

7. **Mail the Temporary Food Permit Application to:** Coles County Health Department located at 825 18th Street, P.O. Box 1064, Charleston, IL 61920.

8. **PLEASE NOTE:** Applications will NOT be accepted the day of the festival.

9. Celebration will absorb the cost of the Coles County Health Department inspection fee for approved participating vendors if the Food Permit Application is returned prior to the deadline. After the deadline the CCHD inspection fee is $50.00 to review an application and will be the responsibility of the vendor to pay.

10. Electric power is restricted to appliances for maintaining serving temperature as required by the Health Department. It is the vendor's responsibility to contact P.J. Rodgers to discuss electrical power needs. Requests must be made two-weeks prior to the festival. **Electrical requests made at the festival CANNOT be accommodated.**

11. **IMPORTANT:** All propane tanks must be secured to the booth. No free-standing propane tanks!

Frequently asked Questions:

**When is the Festival?**
Friday, April 19 through Sunday, April 21, 2013

**When is the application deadline?**
Friday, March 8, 2013

**Where does the festival take place?**
South 7th Street, South of EIU's Doudna Fine Arts Center, Charleston, Illinois.

**What are the hours of the booth?**
Friday: 11:30 a.m. to 6:00 p.m.
Saturday: 11:00 a.m. to 6:00 p.m.
Sunday: 11:00 a.m. to 5:00 p.m.

**How much is the booth fee?**
$300 and five-percent (5%) of gross sales.

**What does the booth fee include?**
Booth location, limited electricity, water and trash service.

**When can food trailers set-up?**
Set-up will be Thursday evening. The organizing committee will contact each vendor with a specific time when their trailer will be set in place.

**How many food vendors participate?**
Space is limited to 10 booths.

**How do I apply?**
1.) Mail application form, fee, concession trailer diagram, along with insurance verification to:
   Celebration: A Festival of the Arts
   600 Lincoln Avenue
   Charleston, IL 61920

2.) Mail completed Health Department materials to:
   Coles County Health Department
   Attn: Environmental Health/Food Permit
   825-18th Street
   Charleston, IL 61920.

**What if I am not approved?**
Your entry fee is returned, however NO refunds for approved vendors after Friday, March 22, 2013

Further questions may be directed to:
Dan Crews, Festival Director
Phone: (217) 581-2113
Email: decrews@eiu.edu
CELEBRATION: A Festival of the Arts Concessions - Application Form

Vendor’s Name: ______________________________________________ Contact Person: ____________________________________________

Mailing Address: ________________________________________________________________________________________________

City: ______________________________________________________ State: __________________ Zip: ____________________________

Phone ( ______ ) ______________________ circle one:           Day                 Evening

E-Mail Address: ________________________________________________________________________________________________

☐ Celebration wants to provide each participating vendor an opportunity to have a profitable weekend. With only a limited number of booth spaces available, it is the festival's intent to have booths focus on a specific cuisine or specialty, so that each of the approved food vendors will have a select and unique menu. There may be occasional overlap on support items. Please list in detail the menu items you plan to sell. Please DO NOT write "same as last year" if you are a previous participant. Feel free to attach information to this sheet, but remember festival organizers may request a limit to menu offerings.

☐ It is essential festival organizers understand the electrical service your booth requires. Circle the type of service you require: 110 or 220

If your unit requires 220 service, please understand Celebration has a limited number of 220 receptacles (female end). Example A and Example B are diagrams of the receptacles available. Please place a check next to the type of receptacle you require. Failure to provide accurate information could result in a delay in connecting your food concession unit during set-up.

Example A                        Example B
NEMA 14-50R                      NEMA 10-50R
(Only five available)            (Only one available)

☐ Please attach a diagram of your food concession tent/trailer set-up. The diagram should indicate the size of unit and location in which serving will take place. This information is critical in assisting festival organizers with the placement of your unit at the festival site.

Return:  ☐ completed application - send to EIU  ☐ concession trailer diagram - send to EIU  ☐ insurance verification - send to EIU  ☐ entry fee - send to EIU  ☐ CCHD Temporary Food Permit - send to Coles County Health Department

By signing below your signature signifies you and your agents agree to the conditions listed on this application and agree to abide by its requirements.

__________________________________________________________
Vendor’s Signature

__________________________________________________________
Date

July 2012