

# **CELEBRATION: A Festival of the Arts Concessions - Application Form**

**FOOD STANDS - CONCESSION TRAILERS - FOOD TRUCKS ARE INVITED TO APPLY**

Vendor's Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ check one: Day Evening

E-Mail Address: \_\_\_\_\_

- Celebration wants to provide each participating vender an opportunity to have a fun and 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 over-lap on support items. Please list in detail the menu items you plan to sell. Please DO NOT write "same as previous year" if you are a past participant. Feel free to attach information to this sheet, but remember festival organizers may request a limit to menu offerings.

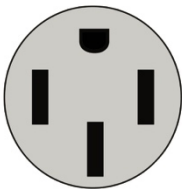
- **Please indicate the type of electrical service your concession business requires:**

20 AMP - 110 Volt

50 AMP - 125/250 Volt (*Please know Celebration can only accommodate eight (8) vendors who require 220 service.*)

If your unit requires 220 service, please understand Celebration has a limited number of 220 receptacles (female end).

Failure to provide accurate information could result in a delay in connecting your food concession unit during set-up.



Example A \_\_\_\_\_  
**NEMA 14-50R**  
(Only eight 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 serving 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

# **CELEBRATION FOOD CONCESSIONS - Terms & Conditions and FAQs**

- Foods of international or unusual character will receive the highest consideration by the Planning Committee.
- The food concessions fee is \$300, payable at the time the application is submitted. In addition, a five-percent (5%) of gross sales is payable to the festival director at the conclusion of the festival.
- **Application deadline is Friday, April 5, 2019.** Applications not post-marked by this date will not be considered.
- Notifications of approval or rejection will be sent out via mail or email the week of April 8<sup>th</sup>, 2019.
- Applicants must include insurance verification when submitting an application.
- **Mail Application, Insurance Verification, and Entry Fee to:** Celebration, 600 Lincoln Ave., Charleston, IL 61920.
- Applicants 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.
- **Mail the Temporary Food Permit Application to:** Coles County Health Department located at 825 18th Street, Charleston, IL 61920.
- Celebration will cover the cost of the Coles County Health Department inspection fee for approved participating vendors providing the application is returned prior to the deadline. After the deadline the CCHD inspection fee is \$50.00 and will be the responsibility of the vendor to pay directly to the CCHD.
- Vendors are subject to an inspection during the festival.
- The Health Department requires all propane tanks must be secured to the booth. No free-standing propane tanks!
- Electric power is restricted to appliances for maintaining serving temperature as required by the Health Department. It is the applicant's responsibility to contact Dennis Malak to discuss electrical power needs. Requests must be made two weeks prior to the festival. **Electrical requests made at the festival CANNOT be accommodated.**
- **SET-UP DAY, Thursday, April 25<sup>th</sup> at 5:00 p.m.** and NOT before. **Please DO NOT show up early, this contributes to congestion as EIU employees are leaving campus. NO EXCEPTIONS.** If you arrive in town early you will need to wait at a location away from campus. Idle-parking is not permitted on South 9<sup>th</sup> Street and you will be ticketed. Food vendors are not placed on a first-come, first-arrival basis. **Food vendors are assigned to a specific location determined by the festival organizers.**

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## **Frequently asked Questions:**

### ***When is the Festival?***

Friday, April 26<sup>th</sup> through Sunday, April 28<sup>th</sup>, 2019

### ***When is the application deadline?***

Friday, April 5<sup>th</sup>, 2019 – acceptance letters sent out the week of April 8<sup>th</sup>.

### ***Where does the festival take place?***

South 7<sup>th</sup> Street, South of Eastern Illinois University'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 concessions set-up?***

Set-up will be Thursday beginning at 5 p.m. The organizing committee will contact each vendor with a specific time when their trailer will be set in place.

### ***How many food vendors participate?***

There is space for 10 primary food vendors.

### ***Where do I send my application?***

1.) Mail this 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 CCHD Temporary Food Permit Application 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 will be returned to applicant, however NO refunds for approved vendors after Friday, April 12<sup>th</sup>, 2019

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### **Further questions may be directed to:**

Dennis Malak, Food Concessions Chair  
Phone: (217) 549-3352  
Email: dfmalak2@eiu.edu