

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. Please include insurance verification.
4. Electric power is restricted to appliances for maintaining serving temperature as required by the Health Department. Each vendor will be provided one 15amp, 110volt outlet in their booth with the capacity to plug up to four appliances. It is the vendor's responsibility to contact Dan Crews at 217-581-2113 or decrews@eiu.edu to discuss additional electrical power needs. The vendor must have prior approval before arrival to campus. Additional electrical needs for auxiliary trailers is limited and are available at \$50 per line. **Requests must be made two-weeks** prior to the festival. **Electrical requests made at the festival CANNOT be accommodated.**
5. All propane tanks must be secured to the booth. No free-standing tanks!
6. All 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.
7. No applications accepted the day of the festival.
8. Mail the completed Health Department Temporary Food Certificate Application directly to the Coles County Health Department located at 825-18th Street, P.O. Box 1064, Charleston, IL 61920-3099.
9. **IMPORTANT**--The Coles County Health Department allows the university a discount on the fees charged to review **Food Permit Applications** if they are returned in a timely manner. For all applications received prior to the deadline (*see the CCHD application for deadline date*) Celebration will cover the costs of all inspection fees for participating food vendors. After the deadline of March 23, the Health Department fee is **\$50.00** to review each application. This charge will be the responsibility of the food vendor and will be in addition to their entry fee.

Frequently asked Questions:

When is the Festival?

Friday, April 27 through Sunday, April 29, 2007

Where does the festival take place?

The Library Quad of Eastern Illinois University in 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.) Send Celebration Application form and entry fee, along with insurance verification to:

Celebration
600 Lincoln Avenue
Charleston, IL 61920

2.) Mail Health Department forms to:

Coles County Health Department
Attn: Kathy Brewer
825-18th Street
P.O. Box 1064
Charleston, IL 61920.

What if I am not approved?

Your entry fee is returned, however **No refunds** for approved vendors after Friday, March 23, 2007

Further questions may be directed to:

Dan Crews (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

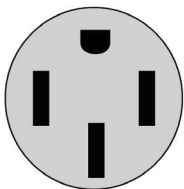
E-Mail Address: _____

- Celebration wants to provide each participating vendor an opportunity to have a profitable weekend.**
With only a limited number of booth space available, it is the festival's intent to have booths focus on a specific cuisine or specialty, so that each of the ten contracted food vendors will have a select and unique menu. There may be occasional over-lap on support items. Please list the menu items you plan to sell. In fairness to all vendors the festival reserves the right to limit menu offerings.

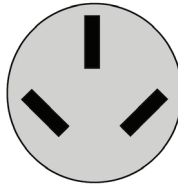
- It is essential festival organizers understand the electrical service of your booth.**

Circle the type of service you require: 110 or 220

If your unit requires 220, 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 of siting your food concession unit during set-up.



Example A _____
NEMA 14-50R
(only five available)



Example B _____
NEMA 10-50R
(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
 concession trailer diagram
 insurance verification
 entry fee

To: Eastern Illinois University
Celebration Planning Office
600 Lincoln Avenue
Charleston, IL 61920-3099

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