

ITALIAN FEST

The Main Street Event
Collinsville, Illinois

2024 VENDOR PACKET Friday, September 20 and Saturday, September 21, 2024

General Vendor Information

Thank you for choosing to participate in the 2024 Italian Fest. Each year the Collinsville IL Chamber of Commerce and the Italian Fest General Committee reviews the rules and regulations. Changes are made annually to better suit our festival, and to be sure that all our attendees are safe and our vendors profitable. Please be sure to read the applicable sections of this packet completely before submitting your application, as you will be held responsible for its contents.

The Italian Fest will return to beautiful Uptown Collinsville on Friday, September 20 and Saturday, September 21, 2024, from 11 a.m. – 10 p.m. Early closure is not allowed; all booths must remain open until 10 p.m. **No vehicles are allowed on the street before the police have cleared and opened the streets.** You are encouraged to remove all items from your booth at the close of each day; the Italian Fest nor its affiliates are responsible for theft, loss or destruction of property.

Each Food Booth Vendor must supply a working fire extinguisher of at least 2.5 lbs. Each Food Booth Vendor must supply its own 3-prong extension cords up to at least 100'. Each Vendor must obtain their own change and their own ice during the hours of the festival. Each vendor must have one representative attend the food sanitation class annually before each Italian Fest. The Italian Fest will not provide tent rental for vendors. Vendors must bring their own tent if they need/want one.

All vendors must provide the Italian Fest Food Vendor Chairperson with a Certificate of Insurance. Please contact your insurance representative and this certificate will be provided at no cost to you. This certificate must be submitted at least 30 days prior to the 2024 Italian Fest, or you may not be allowed to participate, and all moneys will be forfeited.

Please review the Italian Fest Rules and Polices as there are annual changes each year. Please see Vendor Rules, Food Vendor Information, Financial Obligation, and Clean-up Requirements & Information, and Madison County Health Permit Application Information, all provided as part of this packet.

Once your application is received and reviewed, you will receive an email with confirmation of your acceptance as a vendor. Vendor approval will not be given verbally over the phone. Applications that are incomplete will not be reviewed.

All vendor questions should be addressed to Katie Slimick, by email to festivals@discovercollinsville.com. She can also be reached by phone at 618-344-2884

Food Vendor Information

- **Vendor placement:** The Italian Fest Committee reserves all rights to place the vendors on Main Street. The Committee will decide where each vendor is located during the event. This strategic planning takes a lot of time for our site and logistics team to configure. Once all vendors are placed, all marketing materials are made and printed. NO vendors will be moved. NO exceptions will be made. An email will be sent to the email provided on this application with the vendor location at least two weeks before the event. All vendor apps MUST be returned to The Collinsville Chamber of Commerce by August 16th.
- **Local vendors with Italian recipe menu items will be given preference to our festival!** Even if you have been a part of our festival in the past, we will choose the local vendors first, then the Italian items second. It is very important to our committee that we support our local vendors and keep the Italian food/culture alive at our festival. Although the committee will make every effort to limit the number of vendors selling any one item, **the exclusive sale of any item is not absolutely guaranteed. All food items must be identified on the form provided and approved in advance.** The Italian Fest Committee reserves the right to invite Vendors as necessary to ensure variety and Italian Fest success; Vendor Fees may be waived or discretion at the discretion of the Fest Committee. All applications must be *approved* BEFORE August 16th to guarantee a spot on the vendor map.
- **Arrival and setup:** You must set up your booth Thursday, September 19th AFTER 6:00 pm. We will not allow Friday morning set up. Committee members will be on hand to assist you when you arrive. **Under no circumstances will vendors be allowed access to the Italian Fest grounds after closing hours. Members of the Security Team will strictly enforce this rule and are not authorized to make exceptions.** Be sure to complete the electricity and space needs portion of the application completely to ensure your needs are met upon arrival. Failure to indicate your needs may delay your setup and we may not be able to accommodate you.
- **Vendor Fees: 1st check payable to Italian Fest for both fees**

Collinsville Main Street Chamber Business = \$250

Collinsville Chamber of Commerce Member = \$400

Non-Chamber Member = \$600

Vendor Fees: 2nd check payable to Italian Fest Clean up

Cleanup Deposit Check is \$250

Vendor gets this refunded back to them when the area is clean and there

- All beverages on Fest grounds must be served in plastic, foam or paper containers. The Fest Committee shall award and control the sale of all beverages, including alcohol, and all soft drinks such as soda, coffee, tea, lemonade and bottled water.
- **Cleanup Fee:** Cleanup of the Italian Festival grounds is the responsibility of each vendor participant. Each participating organization must submit a **\$250 cleanup deposit check**, with a note in the memo field "**CIF Clean Up**", with its application. **Shortly after the close of the festival each day**, a representative of the Italian Festival Committee will check each booth and ensure the area has been properly cleaned. The Italian Fest clean-up crew is NOT responsible for your area. If the area has been maintained each day, pending final inspection on Saturday evening, the original cleanup check will be handed back to the representative of the vendor business/organization. All trash generated by your booth must be placed in one of the dumpsters

provided, not in the trash cans located on Festival Grounds. DO NOT place trash in the city sidewalk trashcans. Any vendor dumping trash in the city trash cans will forfeit the cleanup check.

Applications should be submitted to: Collinsville Chamber of Commerce, Italian Fest Food Vendor, 221 W. Main St., Collinsville, IL 62234. For more information, visit www.italianfest.net. For more information on the City of Collinsville, visit www.collinsvilleil.org or the Chamber, visit www.discovercollinsville.com.

Thank you for your interest in Collinsville and the Italian Fest. We look forward to seeing you at the Fest!!



2024 ITALIAN FESTIVAL FOOD VENDOR APPLICATION PACKET

Your packet should include the following information: missing items can be obtained by downloading from www.italianfest.net or by emailing your request to: Collinsville Chamber at festivals@discovercollinsville.com

1. Rules, Regulations and Policies--including fees and festival dates and hours
2. Vendor Application Form
3. Food/Beverage/Electricity & Space Needs Information Sheet
4. Activity Indemnification Agreement
5. Madison County Health Department Temporary Food Service Permit Application
6. Madison County Health Department Checklist
7. FOR PROFIT VENDORS ONLY – City of Collinsville Business License

Return completed application packets to:
Collinsville Chamber of Commerce, IF FOOD VENDOR, 221 W. Main St., Collinsville, IL 62234
Or email to festivals@discovercollinsville.com

Please complete the following and include this coversheet with application. **Failure to include the items below will result in delay or denial of your application. Incomplete applications will not be reviewed.**

- [] 2024 Vendor Registration Form Included
- [] Food/Beverage/Electricity & Space Needs Information Sheet Included
- [] Italian Festival Activity Indemnification Agreement Included
- [] Proof of Insurance Included
- [] Check for Entry Fee Included: Check Number _____ Amount of Check \$ _____
- [] Separate Check for Clean Up Deposit Included: Check Number _____ Amount of Check **\$250.00**

NOTE: FOOD AND BEVERAGE VENDORS Return *Madison County Health Department Temporary Food Service Permit Application* DIRECTLY to the Madison County Health Department at the address noted on the form. **DO NOT INCLUDE THE HEALTH DEPARTMENT FORM WITH YOUR VENDOR APPLICATION.**

I have read, understand, and agree to the 2024 Rules, Regulations and Policies noted herein.

Printed Name of Authorized Contact Person: _____ Phone: _____

Signature: _____

DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY

2024 Italian Fest Rules, Regulations and Policies

1. The Italian Fest General Committee is the approving entity regarding the Italian Fest and its activities, and all decisions made by the individuals representing this organization shall be considered final.
2. The Italian Fest General Committee reserves the right to refuse any application, and to limit, reject or alter booth decorations and displays. **First preference will be given to local vendors who include Italian recipe items at their booth.**
3. The use of freestanding advertising or the distribution of marketing materials must be pre-approved by the General Committee. Unapproved activities will be immediately terminated by the Committee. Organizations, businesses, politicians, and individuals receiving approval to distribute promotional materials or literature are responsible for cleanup of any litter created by discarding said materials.
4. The Madison County Temporary Food Service Permit must be obtained directly from Madison County and must always be displayed in the booths during the Fest.
5. To maintain the spirit of Italian Fest, organizations are required to serve one food item made Italian. (See # 2) The General Committee approves all menu items submitted and reserves the right to approve or deny the sale of any food item(s) by any vendor(s). To ensure the greatest food variety, the Committee will limit the number of organizations serving any one food item; however, **exclusive sale of any item may not be guaranteed.**
6. Raffles are allowed as a part of a vendor's festival activities. However, a raffle may NOT be the primary activity of the organization at the festival.
7. The General Committee reserves the right to award and control the sale of all beverages. This includes alcoholic beverages, soft drinks and bottled water.
8. To avoid accidents with cans or bottles, all beverages on the grounds of the Italian Fest must be served in plastic, foam or paper containers. No glass of any kind is permitted.
9. Participating vendors are responsible for any theft, loss, or destruction of property from their booths. Participants are encouraged to remove all items from their booths at the close of each day. Site will be patrolled by Collinsville Police Officers.
10. All electrical needs must be requested on the form provided in the application packet. Due to limited availability of electrical power on Main Street, additional electrical appliances (radios, coffee pots, etc.) are not permitted in the booths without prior approval. 110v electric located on poles; **NO 220v AVAILABLE**. Generators must be silent and approved by fest committee with this application. Vendor must supply two 3-prong 100' extension cords.
11. Each booth must supply an ABC fire extinguisher of at least 2 ½ pounds.
12. Participating organizations are responsible for obtaining their own change and ice during the festival.
13. The Italian Fest has sole right over the sale of Italian Fest souvenirs prior to, during and after the Italian Fest and The Italian Fest has exclusive use and rights to bring legal action against those who infringe upon the protection given by Trademark.
14. Every participant contributes to the continuation of the Italian Fest. A portion of your booth fee is used by General Committee for entertainment, prizes, promotions, publicity, decorations, clean-up, security and other expenses necessary to stage a safe and successful event.
15. The Italian Fest will be making every effort to utilize recycling and recyclable materials throughout the fest grounds. Vendors are asked to assist with these efforts at their booths when at all possible.
16. For branding and marketing purposes, the participant understands that their location at the event will be emailed to them two weeks prior to the event. No movement and no exceptions will be made after.



2024 ITALIAN FESTIVAL VENDOR APPLICATION

Late submittals may be considered but will likely be severely restricted on the sale of food items of choice. Participation in past festivals does not guarantee acceptance for this year.

ALL APPLICATIONS MUST BE COMPLETED IN FULL AND MUST INCLUDE ALL REQUIRED DOCUMENTS AS NOTED ON THE COVER SHEET. FAILURE TO DO SO WILL RESULT IN DELAY OR DENIAL OF YOUR APPLICATION.

Collinsville Chamber of Commerce, IF Food Vendors, 221 W. Main St. Collinsville, IL 62234

If you have any questions, please see www.italianfest.net or festivals@discovercollinsville.com

PLEASE TYPE OR PRINT CLEARLY:

Organization/Business Name: _____ Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Where can we reach you? Work: _____ Cell: _____ Home: _____

Email address (this is the preferred method of contact): _____

PLEASE CHECK ONE:

Non-profit organization. Tax Exempt Number (required): _____

For profit business. Tax ID Number (required): _____

Did your organization/business have a booth in a previous Italian Festival? If yes, list years attended: _____

Exclusive sale of any one food item is not guaranteed. Please see rules, # 5 and # 2.

Do you plan to hold a raffle? Yes _____ No _____ Item(s): _____

Space Requested: Full 10 x 20 _____ Half 10 x 10 _____ **Location is not guaranteed from year to year!**

Own Tent/Trailer Size _____ x _____. **Please attach a photo of portable tent, booth or trailer.**

Specify Electric Requirement: _____ **NOTE: Limited electric is available. 110v up to 30 amp is available. It is highly recommended to bring back-up generators approved by committee in advance.**

Check # 1 –Payable to “Collinsville Chamber of Commerce” **Amount Enclosed**

Entry Fee: See Above	
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Check # 2 –Payable to IF Clean Up **Amount Enclosed**

Clean Up Deposit _____ (Refundable)	\$250
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Signature of Contact Person Listed Above: _____ Date: _____

2024 ITALIAN FEST FOOD/BEVERAGE/ELECTRICITY & SPACE NEEDS INFORMATION SHEET

Organization/Business Name: _____ Contact Person: _____

SECTION ONE: MENU ITEMS. ALL ITEMS REQUESTED MUST BE LISTED. Menus may be included for information only, not for the purpose of requesting menu items.			
ITEM AND DESCRIPTION:	PORTION SIZE & PRICE:	PREPARATION METHOD: (fryer, roaster, grill, etc.)	METHOD OF KEEPING FOOD HOT/COLD: (ice chest, refrigerator, roaster, grill, etc.)
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ALTERNATE OR ADDITIONAL ITEM REQUESTED:	PORTION SIZE & PRICE:	PREPARATION METHOD: (fryer, roaster, grill, etc.)	METHOD OF KEEPING FOOD HOT/COLD: (ice chest, refrigerator, roaster, grill, etc.)
ALTERNATE OR ADDITIONAL ITEM REQUESTED:	PORTION SIZE & PRICE:	PREPARATION METHOD: (fryer, roaster, grill, etc.)	METHOD OF KEEPING FOOD HOT/COLD: (ice chest, refrigerator, roaster, grill, etc.)
ALTERNATE OR ADDITIONAL ITEM REQUESTED:	PORTION SIZE & PRICE:	PREPARATION METHOD: (fryer, roaster, grill, etc.)	METHOD OF KEEPING FOOD HOT/COLD: (ice chest, refrigerator, roaster, grill, etc.)

SECTION TWO: OFF-SITE FOOD PREPARATION Please complete if any food item is prepared off site.

Location of Off-Site Food Preparation: Name of Establishment: Address:	Contact Person at Establishment: Phone Number:
List of Items Prepared Off Site	Method of Preparation and Transport:

SECTION THREE: ELECTRICITY & SPACE NEEDS Please list the electrical equipment you wish to use below (please be specific). Because electrical power is limited on the Festival grounds, we ask each vendor that requires electricity to limit needs to 30 amps, or - 110 volts. The power source will be within 75 feet of your tent. You will have to supply enough cord to reach that point. Your UL approved cord can be no smaller than 3 wire #12 and of the "U" ground type.

List All Electrical Equipment to be Used:	Voltage:	Additional Space Needs:	SPECIAL REQUESTS
<i>Example: Refrigerator</i>	<i>110</i>	<i>None</i>	
List any vehicles/grills/trailers, etc to be parked at your booth and attach photo.	Size:		Will the vehicle be leaving the grounds on Saturday night?
<i>Example: Pickup Truck (photo attached) Grill</i>	<i>4 x 4 longbed, extended cab 2' x 4'</i>		<i>Yes, please place my booth where I can get out on Saturday night. Please allow room for space around grill for safety purposes.</i>
Do you need a continuous supply of water? Yes ____ No ____			

**2024 ITALIAN FEST
ACTIVITY INDEMNIFICATION AGREEMENT**

This agreement made by and between the Italian Fest Committee (IFC), Collinsville Chamber of Commerce, Inc. (CofC), and _____ (hereinafter Indemnitor):

Indemnitor has made a request to participate in the 2024 Italian Fest and should the IFC /CofC desire to grant the request, the IFC/CofC requires that it be indemnified and held harmless from all liability, cost, and expense resulting or arising from such activity or activities.

NOW THEREFORE, it is agreed by and between the parties that in consideration of the Indemnitor being granted permission to participate in the Italian Fest, Indemnitor agrees to indemnify and hold harmless IFC/CofC, their members, employees, agents, and assigns from any and all claims, demands, losses, expenses, attorney's fees, liabilities, causes of action, and any and all other liabilities or responsibilities arising directly or indirectly from the activities of Indemnitor in connection with its participation in the Festival which shall include, but not be limited to, any negligent, willful, wanton, or intentional acts or omissions made by or on behalf of Indemnitor, its agents, employees, or assignees, or activities within its control or supervision, and shall further include the payment of Illinois Sales Tax on gross receipts unless Indemnitor is properly exempted.

FOR THE INDEMNITOR:

Dated: _____ By: _____
Its Authorized Agent

For the ITALIAN FEST COMMITTEE

Dated: _____ By: David Seaton or Raymond Woods, Vendor Committee Chairs

Its Authorized Agent

For COLLINSVILLE CHAMBER OF COMMERCE, INC.

Dated: _____ By: Katie Slimick, Chamber Director _____
Its Authorized Agent