

ITALIAN FEST

The Main Street Event
Collinsville, Illinois

2018 VENDOR PACKET

Friday, September 21 and Saturday, September 22, 2018

General Vendor Information

Thank you for choosing to participate in the 2018 Italian Fest! Each year the Collinsville Chamber of Commerce and the Italian Fest Executive Committee review the rules and regulations, making changes to better suit our festival and to be sure that all of 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.

Festival hours are 11am to 10:30pm on Friday and Saturday, September 21 & 22, 2018, with Vendor Setup beginning on Thursday at 6:30pm. Early closure is not allowed without prior approval from an Executive Committee member; all booths must remain open until 10pm, but may elect to stay open until the festival closes at 10:30pm. 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 is not 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 Vendor must obtain their own change and their own ice during the Festival. Vendors will be supplied with 3 plastic table skirts and 3 plastic table cloths *each day*, plus 30 plastic clips to be re-used. In addition, each vendor will be provided 2 Italian flags, which will be picked up by our staff on Saturday night. **The Italian Fest is no longer able to provide tent rental for vendors; vendors must bring their own tent if they need/want one.**

All vendors must provide the Italian Fest Executive Committee with a Certificate of Insurance. Please contact your insurance representative and this certificate will be provided at no cost to you. The certificate must be submitted at least 30 days prior to the Festival or you may not be allowed to participate and all monies will be forfeited.

Please see *Vendor Rules, Food Vendor Information, Financial Obligation Information, Clean-up Requirements & Information, and Madison County Health Permit Application Information*, all provided as a part of this packet.

Vendor Rules

1. Madison County Temporary Food Service Permits must be obtained and displayed in Food Booths at all times (application is attached).
2. No outside alcohol is permitted on Fest grounds.
3. No sales or use of silly string, snap & pops, stink bombs or spray, bag bombs, marshmallow or potato guns, items displaying profanity or any other items deemed offensive by the Fest Committee are allowed. Vendors using or attempting to sell such items will be removed without refund.
4. No sales of Italian Fest Souvenirs are allowed by anyone other than the Italian Fest Committee; violations of trademark will be prosecuted to the fullest extent of the law.

5. No distribution of promotional materials, literature, political flyers/pamphlets, or petition drives may be handed out, distributed or conducted on Fest grounds during Fest hours.

Food Vendor Information

1. All food items must be approved by the Fest Committee. Food vendors are encouraged to serve AUTHENTIC Italian food(s), and each vendor will be limited to 2 “entrée” items. To ensure the greatest variety, the Committee will limit the number of booths selling any one food item; preference will be given to those who have participated in the past.
2. 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.
3. Food Booth Vendors shall be approved/awarded in the following manner:
 - First Priority is given to organizations that participated in the 2017 Italian Fest and are in good standing with the Fest Committee (those having passed cleanup inspection and having submitted your 8% check by October 31, 2017.)
 - Second Priority is given to organizations located within the boundaries of the Collinsville Unit 10 School District.
 - Third Priority is given to organizations located within the boundaries of Triad School District #2 (including Troy, St. Jacob and Marine) or the Edwardsville School District #7 (including Edwardsville, Glen Carbon, Hamel, Worden, Carpenter, Holiday Shores, Midway, Moro, Prairietown and Dorsey).
 - The Fest Committee reserves the right to invite Vendors from outside the above listed areas as necessary to ensure variety and Fest success; Entry Fees and Donation Fees may be waived at the discretion of the Fest Executive Committee.
4. **Food Safety Training is mandatory for all Food Booth Vendors.** The Food Preparation and Handling Workshop will be held on August 30th, 2017 at 6pm at CenterPointe Church, 2200 Vandalia, Collinsville. (Please arrive at 5:30pm to register) A *minimum* of 2 participants from each organization must attend the training; at least one trained participant must be in the booth at all times during the Fest, so plan on training as many as necessary in order to meet this requirement.

Vendor Financial Obligations

1. For profit commercial vendors must donate at least 50% of their Italian Fest profits to a not-for-profit charitable, education, civic, or social organization. The not-for-profit organization must be designated on the application form and a sign designating the recipient must be displayed on your booth at all times. (Nonprofit groups simply designate themselves as the receiving organization.) Please see *Italian Fest Vendor Report* for detailed submittal requirements.
2. Every participant contributes to the continuation of the Collinsville Italian Fest by donating a portion of the overall profits back to the Fest. These funds are used by the Fest Committee for entertainment, prizes, promotions, publicity, decorations, cleanup, security and other expenses necessary to stage a safe, successful event. Following are the fees related to operation of a vendor booth at the Fest:
 - Entry Fees: Entry Fees are nonrefundable and are due with Vendor Application. Fees are: \$150 for a 10' x 10' space and \$175 for a 10' x 20' space. (**Tent Rental is not available; vendors must supply their own tents.**)
 - 8% Fest Donation Fee: Each Vendor must donate to the Italian Fest a fee totaling **8% of GROSS sales before expenses.** These funds must be submitted, along with the attached *Italian Fest Vendor Report* no later than **October 31, 2018.** Please see *Italian Fest Vendor Report* for detailed submittal requirements.

- Clean-up Deposit: Each Vendor must submit a \$250 clean-up deposit, which will be voided and returned to the organization (if needed) after final inspection approval and receipt of the *Italian Fest Vendor Report* and other related payments by the deadline of **October 31, 2018**. (See Cleanup Information below).
- Approved Vendors may conduct raffles as a part of their Fest activities. (Raffles are not allowed as primary vendor activity). The 8% Fest Donation Fee applies to funds generated by raffles and must be included in the financial report. Raffles conducted prior to or after the Italian Fest may not be held during the Fest hours. Please Note: A Raffle Permit is required from the City, must be obtained prior to the Fest at City Hall, and must be provided to Fest Officials if requested. Any Vendor conducting a raffle without proper documentation will be required to cease operation.

Cleanup Requirements & Information

1. Each Vendor is responsible for cleanup of their own area; the Fest Cleanup Crew is not responsible for individual vendor areas. All trash generated by your booth must be placed in one of the dumpsters provided; do not place trash in cans along Main Street or in any private dumpster. Please Note: failure to adhere to this rule may result in forfeiture of the Cleanup check deposit (\$250) and/or invoicing for additional costs incurred. Shortly after closing, a representative of the Fest committee will inform the participants whether their booth area has been properly cleaned and each vendor must sign a form verifying cleanup.
2. Cleanup Checks will be voided (and returned per request) based on Fest inspection of Vendor Area and upon receipt of *Italian Fest Vendor Report* and other related payments by the deadline of **October 31, 2018**.

INSTRUCTIONS FOR SUBMITTAL

Vendor Applications must be received no later than **August 25th, 2018**. The following must be included with your submittal:

1. Vendor Application
2. Entry Fee Check made payable to: Italian Fest
3. Cleanup Check made payable to: Italian Fest Cleanup
4. Signed Indemnification Agreement

You will be notified when your application has been approved. Once approved, there will be no refund of Entry Fee. If your Application is not approved, the fee will be returned to you. PLEASE NOTE, WHILE NOT DUE WITH YOUR APPLICATION, YOUR INSURANCE CERTIFICATE MUST BE MAILED/EMAILED BEFORE YOU ARE ALLOWED TO PARTICIPATE IN THE FEST.

Mail Entry Form, Indemnification Agreement, and Payment to:

Italian Fest Vendors
221 West Main Street
Collinsville, IL 62234

Direct Questions to: vendors@italianfest.net or 618.344.2884

PLEASE NOTE: *Temporary Food Service Applications must be returned directly to Madison County Health Department at least 14 days prior to the Fest.* Please see Application for details.

2018 Vendor Application

Please Print Clearly

Organization, Group or Business Name: _____
Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____ Evening Phone: _____
Email Address (REQUIRED): _____

TYPE OF BOOTH REQUESTED: Please indicate type and describe your booth.

- **Food** – Requested Food Items: _____
- **Game** – Requested Game(s): _____
- **Raffle** – Check here if holding raffle. List Raffle Item(s): _____

SPACE REQUESTED:

- **Full** (10' x 20') **Half** (10' x 10') **I will have a trailer** - Size: _____
- **Yes** **No** I will be using a grill, fryer, oven, freezer, refrigerator, or other cooking equipment that will not be located under my tent. If yes, list equipment and size of each piece: _____

This information is necessary to ensure adequate space is provided for your cooking equipment.

Did your organization have a booth in last year's (2017) Italian Fest? Yes No

Please list the name of the not-for-profit organization that will receive 50% of your profits: _____

ENTRY FEE: Please complete the following and attach 2 separate checks made payable as indicated.

	Insert Total(s) Here
• Vendor Space Fee: Full (10' x 20') \$175 <input type="checkbox"/> Half (10' x 10') \$150 <input type="checkbox"/>	\$
• Late Fee: If postmarked after August 25th, 2018 \$30	\$
• Check One: Make payable to <i>Italian Fest</i> TOTAL of Check One:	\$
• Check Two: Cleanup Deposit – Make payable to <i>Italian Fest Cleanup</i>	\$250

Dated: _____

Signature of Authorized Representative

Printed Name of Authorized Representative

2018 Italian Fest Vendor Report
COMPLETED FORM DUE NO LATER THAN OCTOBER 31, 2018

Organization, Group or Business Name: _____
Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____ Evening Phone: _____
Email Address (REQUIRED): _____

ALL VENDORS ARE REQUIRED TO DONATE 8% OF THEIR GROSS SALES (BEFORE EXPENSES) TO THE ITALIAN FEST. PROMPT PAYMENT OF ALL FEES ARE REQUIRED TO ENSURE THE CONTINUED SUCCESS OF THE FESTIVAL. ORGANIZATIONS FAILING TO PAY THEIR FEES BY THE ESTABLISHED DEADLINES RISK FORFEITING THEIR CLEANUP DEPOSIT AS WELL AS FUTURE PARTICIPATION IN ALL FESTIVALS AFFILIATED WITH THE COLLINSVILLE CHAMBER OF COMMERCE. UPON RECEIPT OF THE FOLLOWING INFORMATION AND ALL RELATED PAYMENTS BY THE DEADLINE, YOUR CLEANUP CHECK WILL BE VOIDED (AND RETURNED TO YOU IF NEEDED).

Please complete the information below in its entirety:

GROSS SALES BEFORE EXPENSES: \$ _____

8% DONATION TO ITALIAN FEST: \$ _____

SUPPLY COST: \$ _____

NET PROFIT: \$ _____

50% PROFIT DONATED TO NONPROFIT ORGANIZATION: \$ _____ (attach copy of check)
Insert n/a if your organization is not-for-profit

Please answer the following questions for record keeping purposes only:

1. Did your organization sell out of product this year? Yes No
2. How were your sales compared to last/prior years? Lower Higher About the Same
3. Do you have suggestions for next year/future Festivals? _____

Dated: _____
Signature of Authorized Representative Printed Name of Authorized Representative

Mail Completed Form, Copy of Check, and Payment to:

Italian Fest Vendors
221 West Main Street
Collinsville, IL 62234

Direct Questions to:

vendors@italianfest.net or 618.344.2884