

# ITALIAN FEST

The Main *Street* Event  
Collinsville, Illinois

## 2019 VENDOR PACKET

Friday, September 20 and Saturday, September 21, 2019

### GENERAL VENDOR INFORMATION

Thank you for choosing to participate in the 2019 Italian Fest! Each year the Collinsville Chamber of Commerce and the Italian Fest Executive Committee reviews the rules and regulations and makes changes to better suit our festival as a whole, 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 20<sup>th</sup> & 21<sup>st</sup>, 2019, with Vendor Setup beginning on Thursday, September 19<sup>th</sup>, at 6:30pm. Early closure is not allowed (unless out of product); 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 staff on Saturday night. **The Italian Fest is not responsible 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 can be found at [www.co.madison.il.us/departments/health/food\\_sanitation\\_program.php](http://www.co.madison.il.us/departments/health/food_sanitation_program.php))
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; 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.
6. Vendors may conduct raffles in addition to their Fest activities IF APPROVED by the Vendor Chairman. (Raffles are not allowed as primary vendor activity). 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.

### FOOD VENDOR INFORMATION

- 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.
- 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.
- Food Booth Vendors shall be approved/awarded in the following manner:
  1. First Priority is given to organizations that participated in the 2018 Fest and are in good standing with the Fest Committee (those having passed cleanup inspection and having submitted your 8% Profit Sharing check by October 31, 2018.)
  2. Second Priority is given to organizations located within the boundaries of the Collinsville Unit 10 School District.
  3. Third Priority is given to organizations located in the St. Louis Metro East area.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.
- **Food Safety Training is mandatory for all Food Booth Vendors.** The Food Preparation and Handling Workshop will be held several weeks before the Fest with date and location in Collinsville to be named later. 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 (Please Read carefully as the Entry Fees have changed)

- All fees by every participant contribute to the continuation of the Collinsville Italian Fest each year. 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 **PLEASE NOTICE – FEES HAVE CHANGED:**
  - Entry Fees: Entry Fees are nonrefundable and are due with Vendor Application. You may request either a 10' x 10' space or a 10' x 20' space (price is the same). Fees are for entry only. The Entry Fees are as follows:
    - Collinsville Chamber of Commerce Members = \$300
    - Non Chamber Members but Collinsville Business/Resident\* = \$500
    - Non Chamber Member & Outside Resident\* = \$700

\*Residency is considered anywhere in the Collinsville Unit 10 School District. Also, you can join the Collinsville Chamber of Commerce to get the cheaper entry fee, as long as you join before submitting this application.

- Clean-up Deposit: Each Vendor must submit a \$250 cleanup deposit, which will be voided and returned to the organization after final inspection at the closing of the Fest on Saturday evening (See Cleanup Information below).

### CLEANUP REQUIREMENTS & INFORMATION

- 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 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.
- Cleanup Checks will be voided (or returned per request) immediately at the close of the Fest, based on inspection of Vendor Area.

### INSTRUCTIONS FOR SUBMITTAL

Vendor Applications must be received no later than August 15th, 2019. The following must be included with your submittal:

1. Vendor Application
2. Entry Fee Check made payable to: Italian Fest
3. Cleanup Deposit Check made payable to: Italian Fest (memo: Cleanup Deposit)
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](mailto: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.

2019 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 (2018) Italian Fest?  **Yes**  **No**

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

<b>Entry Fee - Make 1<sup>st</sup> check payable to "Italian Fest"</b>	
PICK ONE OF THE FOLLIWNG:	
Collinsville Chamber of Commerce Member = \$300 Non Chamber Member/Collinsville Resident = \$500 Non Chamber Member/Outside Resident = \$700	\$
<b>Cleanup Deposit Check</b>	<b>\$250</b>

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

INDEMNIFICATION AGREEMENT

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

Indemnitor has made a request to participate in the Italian Fest and should the IFC / CofC desire to grant the request, the IFC / CofC requires that it be indemnified and held harmless from any and 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 all other liabilities or responsibilities arising directly or indirectly from the activities of Indemnitor in connection with its participation in the Italian Fest 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, assignees, or activities within its control or supervision.

I have read and agree to all the Italian Fest 2019 Rules and Policies.

Dated: \_\_\_\_\_ Signature of Authorized Representative Printed Name of Authorized Representative