

**WHEN:** SATURDAY, MAY 19, 2012

**TIME:** 9:00 A.M. TO 5:00 P.M.

**WHERE:** DOWNTOWN  
(MAIN STREET, WEST CHICAGO)

**WHAT:** 10' x 10' SPACE

**COST:** \$70.00 plus \$75.00 refundable deposit  
Deposit is forfeited if vendor does not show on day of event or cancels  
after the close of business on May 11, 2012.

**DUE BY:** April 13, 2012 - SPACE IS LIMITED



### GENERAL INFORMATION

1. Tents are preferred for all food vendors due to fire lane restrictions within historic district. Food vendors working directly from trailers must contact event coordinator prior to registration.
2. Tents, tables and chairs are not provided. Each vendor is responsible for own set-up, table, table covering and/or chair.
3. All tents must be weighted.
4. Attendance Guidelines: Booths must be manned between 9:00 a.m. and 5:00 p.m. Booths/displays should not be removed before 5:00 p.m. Violation of these rules will prohibit vendor from next year's event.
5. All tents, display stands, tables, racks, shelves, etc., must be kept within the marked boundaries of each vendor's space. Please adhere to this rule out of consideration for other vendors and fire lane restrictions.
6. Each vendor will be notified by e-mail of space assignment and set-up time within 2 weeks prior to the fest.
7. Vendor parking is available off site and assigned based on booth location.
8. Vendor spaces are limited in each food category.
9. No refunds due to inclement weather conditions. This is a rain or shine event.
10. Photographs taken at event may be used for future promotion.
11. Vendors shall submit one check for the total amount due, including vendor registration fee (if applicable) and deposit fee. The check will be deposited upon receipt. The \$75 deposit fee will be returned to those vendors in compliance with attendance guidelines in the form of a check from the City of West Chicago via mail.
12. Deposit of vendor fees upon receipt of application by the City of West Chicago does not indicate acceptance into the event. The vendor will be notified after the application deadline of their acceptance as a vendor at Blooming Fest. In the event that an application is denied, all fees will be refunded to the applicant.
13. Food vendors require a Temporary Food Service Permit, available through the DuPage County Health Department at (630) 682-7979 ext. 7182 or <http://www.dupagehealth.org/temporary-food-service>.
14. Food vendors are required to provide a certificate of insurance due no later than April 27, 2012 and meeting the following requirements:
  - A. "Our required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors."
  - B. **\*\*\*PLEASE NOTE:** Under the box labeled "Description of Operations/locations/vehicles/exclusions added by endorsement/special provisions", **the following language must appear:**  
 "The City of West Chicago, its officials, agents, employees, and volunteers is/are named additionally insured. The additional insured is covered as respect to liability arising out of any work or activities performed on behalf of (**company involved**) for (**event**) (**date, times (if applicable), location**) No endorsements or additional forms modify or limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to (**event**)".
  - C. The insurance provider must submit the Certificate of Insurance directly to the event coordinator, preferably via email or fax (630-293-3028), to be considered an original document.

### QUESTIONS OR MORE INFO?

Krista Coltrin, event coordinator - E-Mail: [kcoltrin@westchicago.org](mailto:kcoltrin@westchicago.org)  
 Phone (630) 293-2200 x135 • Fax (630) 293-3028  
 Website: [www.westchicago.org](http://www.westchicago.org)



2012  
**FOOD VENDOR  
REGISTRATION FORM**



Business/Organization  
Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Item(s) to be sold/available \_\_\_\_\_

E-mail address: (required) \_\_\_\_\_

Your e-mail address will be added to the mailing list for the City of West Chicago for future business correspondence.

Vendor registration fee for booth space with electricity - \$70 + \$75 deposit (required for food vendors)

*Please sign the form below, make one check for \$145 made payable to the  
City of West Chicago and return by April 13, 2012 to:  
City of West Chicago, Blooming Fest, 475 Main Street, West Chicago, IL 60185*

**WAIVER AND HOLD HARMLESS AGREEMENT**

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the City of West Chicago, its officials, agents and employees, against all injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the City of West Chicago, its officials, agents and employees, arising in consequence of participation in the Activities relating to Blooming Fest, or which may in anywise result therefore, except that arising out of the sole legal cause of the City of West Chicago, its agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the City of West Chicago, its officials, agents and employees, in any such action, the undersigned at its own expense, will satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

The undersigned represents it has full authority to execute this Waiver and Hold Harmless Agreement on behalf of \_\_\_\_\_ (insert business name). Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Signature of Authorized Person\* Title

\*Signature of authorized person indicates that the General Information on page 1 of this registration form has also been read and agreed to. (rev. 1/25/12)

