

8th Annual Fiesta Nuestras Raíces
Saturday, August 19, 2017 - Noon to 9 pm

Food Vendor: \$150
Electricity: \$100 Additional Fee

This event in Berwyn, IL, will feature food vendors, crafters, and musical performances at 16th & Wesley Avenue. Don't delay, be a part of this favorite family event! Mail completed form below with your checks by **Friday, August 4, 2017** in order to reserve your space. Space is awarded on a first-come, first-serve basis. Space must be paid in full to be considered reserved. Plug-ins are available at \$100 each, limit 2.

Please see reverse for terms and conditions.

Fiesta Nuestras Raíces
Food Vendor

Contact Name: _____

Vendor/Company Name: _____

Address: _____

Phone Number: _____ Email: _____

Please describe all items and/or services you intend to sell or distribute at the event

Please check booth requirements:
\$150 per 10' X 10' booth space. Qty: _____ (Limited two booth spaces). Cost: \$ _____

I require additional access to a centralized electrical generator for a fee of \$100 per plug-in
Qty: _____ (Limited two plug-ins). Cost: \$ _____

Briefly describe equipment you will bring as well as amount of amp needed for each piece of equipment:

Enclosed is my check in the amount of _____, payable to the North Berwyn Park District.

Mail this portion of the form along with your payment to: North Berwyn Park District
1619 Wesley Avenue, Berwyn IL 60402

FOOD VENDOR Terms & Conditions

1. Booth Size & Placement: Booth sizes are 10 feet by 10 feet. Vendors may purchase no more than two booth spaces. Vendors must provide their own tent, booth, tables, chairs and signage. Tents must be weighted down with 30 lb. weights. Vendor locations will be assigned by the North Berwyn Park District and will be available prior to the show. We reserve the right to relocate a vendor when necessary, even after space has been assigned. In addition, the NBPD reserves the right to turn down and limit the number of vendors based on the nature of the services or products sold.

2. Exclusivity: The NBPD does not grant or ensure the exclusive right of vendor to offer for sale any specific item(s) and reserves the right to disallow the sale of any items or services for any reason at the NBPD's full discretion.

3. Electrical Requirements: Electricity will be provided with a centralized generator for an additional fee of \$100 per plug-in, limit two. **Vendors may not bring their own generators.** Vendor must provide electrical/extension cords and must comply with all electrical codes and requirements. Every attempt will be made to ensure continued electrical service. However, the NBPD will not be held responsible for loss of sales or goods should circumstances beyond our control arise, vendor equipment be deemed faulty or vendor electrical needs exceed provisions named.

4. Set Up & Tear Down: Each vendor is responsible for setup, tear down and cleanup of booth space. **Setup time begins at 8:00 a.m. and must be completed by 10:00 a.m. on Saturday, August 19, 2017. For the safety of visitors, you will not be allowed to use any motorized vehicle on the premises after 10:00 a.m.** Tear down can take place 30 minutes after the completion of the last act. Cars will be allowed on Wesley Avenue until 30 minutes after Fiesta Nuestra Raices ends. Trash containers and centralized dumpsters will be available. Please make sure you bring your own trash bags if your booth will be generating a significant amount of garbage. **If you have boxes, please make sure you break them down and dispose of them by the end of the festival. Your area should be clean before you leave, failure to do so could disqualify your business/organization from participating next year.**

5. Food Vendor Requirements: Food vendor shall provide NBPD with a certificate of insurance, with minimum liability limits of \$1,000,000.00 coverage, naming North Berwyn Park District and the City of Berwyn as additional insured. This document must be delivered to NBPD office no later than **Friday, August 4, 2017.**

All food vendors must complete a special Berwyn Health Permit, which requires a State of Illinois Food Service Sanitation Certificate, and will be required to complete and return the City of Berwyn temporary food permit. All permits are included in this packet.

6. Vendor releases and discharges, covenants not to sue and agrees to indemnify North Berwyn Park District and the City of Berwyn, and their officers, employees, agents, representatives and volunteers from any and all known or unknown damages, injuries, losses, judgments and/or claims from any cases whatsoever that arise in any way from the Event or this Application/Agreement, including attorneys' fees and costs incurred by the indemnified parties. NBPD reserves the right to cancel this agreement at any time without cause.

7. Violation by Vendor of any terms in this agreement or any specific event rules as set forth by the NBPD will render this contract void. NBPD may, at its discretion, require Vendor to immediately cease operation at the event and remove all items and equipment, without reimbursement of any expenses or fees paid by Vendor. Vendor may not take down or remove items or equipment until 30 minutes after the completion of last act.

8. Vendor must return this Application/Agreement to NBPD on/or before **Friday, August 4, 2017.** No applications will be accepted after this date.

Checklist:

- ☐ Applicable fee (refundable if Application/Agreement is rejected)
- ☐ Signed Application/Agreement
- ☐ Proof of liability insurance
- ☐ City of Berwyn Temporary Food Permit (Food Vendor Only. Permit MUST BE SIGNED & NOTARIZED)
- ☐ Berwyn Health Department Permit (Food Vendor Only. Permit MUST be returned to NBPD two weeks prior to the event, NO EXCEPTIONS)

By signing this agreement, vendor acknowledges and accepts all terms of this application which will be considered a legal contract between vendor and the North Berwyn Park District and therefore accepts all terms and conditions of this agreement.

Vendor's Signature

Date

Please sign and return this agreement to North Berwyn Park District no later than **Friday, August 4, 2017.**

Please make checks payable to: North Berwyn Park District

Attention: Fiesta Nuestras Raíces Vendor Agreement

1619 Wesley Avenue, Berwyn IL 60402 **Tel:** (708) 749-4900

