



RE: Pandemic Persistence
2021 Festival Dates: June 23rd – 27th

Dear Festival Vendor,

It is with great pride and passion that I inform you the Bourbonnais Friendship Festival is cautiously optimistic about hosting its 2021 event June 23rd – June 27th. Currently, the Committee is moving forward with planning and coordination accordingly.

As the Chairman, I am eager to safely gather individuals for the five-day festival; however, if there's anything this pandemic has taught us is that we cannot predict the future. We will do everything in our ability to host this year's Bourbonnais Friendship Festival.

Please know that in the event we are not able to safely execute the Festival, your application fees (whether your deposit or payment in full) will gladly be refunded, or we will be happy to transfer it over to 2022.

As a loyal vendor, we appreciate your continued investment in our 45th annual event. We will contact you asap if event plans need to pivot for the 2021 Festival and look forward to welcoming you back to Bourbonnais, Illinois!

If you have any questions, please don't hesitate to reach out.

Friendly regards,

A handwritten signature in black ink that reads 'Bob Steinke'.

Bob Steinke
Chairman
Bourbonnais Friendship Festival
815-933-4444
chairman@bourbonnaisfriendshipfestival.com



600 Main St. NW
Bourbonnais, IL 60914
Hotline: 815-933-4444

concessions@bourbonnaisfriendshipfestival.com
bourbonnaisfriendshipfestival.com

RETAIL VENDOR APPLICATION
FESTIVAL DATES: JUNE 23RD – 27TH

The retail area is intended for individual canopy tents supplied by the vendor.

Contact Information

NAME _____ HOME PHONE _____
ADDRESS _____ CELL PHONE _____
CITY _____ STATE _____ ZIP _____

Concession Information (Please list all food items if applicable)

MAIN FOOD ITEM: _____
OTHER FOOD ITEMS: _____
NON-FOOD ITEMS: _____

Fees (This includes not-for-profit organizations.)

A. FRONTAGE FOOTAGE – OUTSIDE SPACE ONLY/\$15.00 PER FRONTAGE FOOT

TOTAL FRONTAGE FEET = _____ FT X \$15.00 = \$ _____

B. ELECTRICITY –

110 VOLT SUPPLY \$35.00 20 AMP MAX = \$ _____

220 VOLT SUPPLY \$80.00 50 AMP MAX = \$ _____

C. ELECTRICAL REFRIDGERATED SUPPLY TRUCK -

110 VOLT OUTLET \$65.00 = \$ _____

220 VOLT OUTLET \$100.00 = \$ _____

SUBTOTAL: A. _____ + B. _____ + C. _____ = \$ _____

COPY OF INSURANCE SUBMITTED

TOTAL FEES DUE: \$ _____

WITH APPLICATION YES: _____

TOTAL SENT: \$ _____

NO: _____

BALANCE: \$ _____

All fees must be paid in full by May 15, 2020. All applications must have a 50% deposit and a copy of insurance or the application will not be considered. Bourbonnais Friendship Festival and the Village of Bourbonnais must be named on the insurance policy. Please include a recent photo of your setup – this will be a consideration on acceptance. All completed applications will be considered on a first-come, first-served basis. Make check payable to: Bourbonnais Friendship Festival, Inc. Please read ‘Rules and Regulations’ on the following pages.

I HAVE READ, UNDERSTAND AND WILL ABIDE BY ALL OF THE RULES AND REGULATIONS AS OUTLINED.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____

Please submit page one with payment and insurance. Retain ‘Rules and Regulations’ pages for records.



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RULES AND REGULATIONS

BOURBONNAIS FRIENDSHIP FESTIVAL, INC.

The Bourbonnais Friendship Festival, Inc. reserves the right to reject any application.

The Concession Committee and Bourbonnais Friendship Festival, Inc. Committee will not be held responsible for loss of any goods or property or be responsible for any injuries to any concessionaires.

All vendors and concessionaires must remove from display and/or sale any items or articles deemed objectionable by the Festival Committee.

All vendors and/or concessionaires will be contacted by letter, call or email of official notice of acceptance or denial of concession space from the Concession Committee.

All applications for concession space must be submitted no later than **May 15, 2020 WITH FULL PAYMENT DUE**. Prior year concessionaires will have space held until April 10, 2020. After April 10th, it will be first-come, first-served.

All concessionaires must have a 10# fire extinguisher on site in order to sell hot food.

All tents and or canvas awnings will be marked as flame-retardant or fire resistant.

Vendors are responsible for providing necessary items in their controlled area.

No electrical cords smaller than #12 gauge shall be permitted.

Vendors can only sell items listed on application.

Vendors are responsible for disposing of their own garbage. Dumpsters are provided for your use. The Bourbonnais Friendship Festival is not responsible for your garbage. Failure to comply may result in fines.

All drain hoses will be routed to the nearest storm sewer.

There will be no alcoholic beverages outside designated areas.

No vendor will be allowed to sell outside of their designated area.

All vendors must send a copy of liability insurance of \$1,000,000.00 with application.

The following items are restricted to carnival vendors unless otherwise authorized:

- Hot dog / Regular or Foot long
- Elephant Ears
- Cotton Candy
- Lemon / and/or any flavor Shake-ups
- Soft Serve Ice Cream
- Corn Dogs
- Snow Cones or Similar Items
- Popcorn / Carmel Corn
- Carmel Apples

NO CONCESSIONAIRE VEHICLES will be allowed on the grounds during the open hours of the festival. The vehicles must be moved one hour prior to the opening hour each day.

Food vendors must also contact the Kankakee County Health Department for special permits and/or licenses prior to the festival at:

2390 W. Station St.
Kankakee, IL 60901
815-937-3560

All food vendors will be required to accept \$4.00 food coupons from the Festival volunteers. Change must be given for food coupons. Coupons must be turned in at the Hotline trailer at the close of the festival Sunday evening. Reimbursement checks will be mailed to concessionaires following the close of the event.

Make check payable to the **Bourbonnais Friendship Festival, INC.**

BOURBONNAIS FRIENDSHIP FESTIVAL, INC.
Attention: Concessions Director
600 Main St. NW
Bourbonnais, IL 60914

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Festival Hours 2020

- **Wednesday, June 23rd:** 6:00 p.m. – 10:00 p.m.
- **Thursday, June 24th:** 5:00 p.m. – 11:00 p.m.
- **Friday, June 25th:** 11:00 a.m. – 5:00 p.m. (Optional)
- **Friday, June 25th:** 5:00 p.m. – 11:30 p.m.
- **Saturday, June 26th:** 12:00 p.m. – 11:30 p.m.
- **Sunday, June 27th:** 12:00 p.m. – 7:00 p.m.

No vehicles will be allowed on the Festival grounds one hour prior to the opening hour until one hour after closing each.

All vehicles on the grounds between these times and dates will be towed at the owner's expense.

In the event of an emergency, a Festival Committee Member will drive the vehicle on the grounds.

All vendors will be required to remain open for all hours listed above. Failure to remain open could restrict vendor from obtaining a permit in future years.

All vendors will be required to sell in their designated areas only. Failure to do so could result in immediate expulsion. It is against village ordinance to sell outside of the designated space (Ord. 91-826 Sec 42-19).