



3417 RFD, Long Grove, IL 60047
www.dwevents.org / 847.726.8669

FOOD VENDING INFORMATION - 2011

D & W Events, Inc. is presenting three (3) fine art and fine craft festivals featuring music and food. We are taking applications for “snack” type food vendors, i.e. nuts, ice cream, popcorn, cookies, smoothies etc.

Festival names and dates are:

May 28 & 29, 10 am – 5 pm	Cuneo Gardens Art Festival – Vernon Hills, IL
June 4 & 5, 10 am – 5 pm	Deerfield Festival of Fine Arts – Deerfield, IL
July 16, 11 am – 8 pm and July 17, 11 am – 6 pm	Art at the Shops – Yorktown Center – Lombard, IL

Please read the following information carefully ~~ it will allow you to make an informed decision about submitting an application to participate in this years events.

APPLICATION PROCESS

To be considered, please complete the application. If you are a first time applicant, you must include a photograph of your booth. Application materials must be postmarked by February 1, 2011.

Timeline

- Feb. 1 : Application postmark deadline*
- Feb. 15 : Notification of acceptance*
- March 1: Signed contract & full payment*
- April 1 : Copy of insurance certificate
due to D & W Events*

APPLICATION CRITERIA

Your application will be evaluated based on the following criteria:

- Proposed menu:
 - Will the foods add variety?*
 - Are the foods reasonably priced?*
 - Are the foods unique to other offerings?*
- Ability to fulfill contract:
 - Complying with contract terms*
 - Carrying necessary insurance coverage*
- Past art fair experience

DATES & TIMES

All food vendors are expected to be fully operational during festival hours as stated above.

BEVERAGES

Bottled water and cans of soda may be sold by all vendors at the festival for \$2.00 and \$1.00, respectively.

PROPOSED MENU

On your application, please provide a detailed description of each item and its price. Please limit your menu to a few items and be sure to offer your best products. If accepted, a list of items and pricing will be included in your contract. No changes to accepted items and/or prices are allowed unless approval is obtained prior to the event. Price changes during the event are prohibited.

PRICING SIGNAGE

All food vendors are required to prominently display signage stating food items offered and their corresponding prices as approved by D & W Events, Inc. Non compliance eliminates your participation in future events.

HEALTH DEPARTMENT REGULATIONS

Food vendors are expected to fully cooperate with staff members from the Lake County Health Department, who may be on site throughout the event. Each vendor must obtain a permit. All documentation and permit fees are submitted directly to the Lake County Health Department.

FIRE DEPARTMENT REGULATIONS

All vendors must comply with the Fire Department guidelines. "No cooking shall be conducted inside or under a tent. All open flame, hot surface or grease producing cooking shall be conducted a safe distance away from any tent."

ELECTRICITY

If electricity is required, **vendors must provide their own quiet generators** along with electrical cords.

WATER AND ICE

Water is available at all festivals. Water must be hauled in appropriate food grade containers. Ice is not available.

CLEANLINESS AND WASTE DISPOSAL

Food vendors will be responsible for the periodic removal of their own trash during the event as well as cleaning their space at the close of the Art Festival on each day of the event.

INSURANCE

All food vendors must have insurance coverage as specified upon acceptance. Additional insured will be provided upon acceptance.

BOOTH OPERATIONS

Food vendors are responsible for providing their own food refrigeration and booth canopy. Food vendors are responsible for the set up, operation and removal of all equipment used at their location. All materials are to be removed at the end of the event. All materials, storage and operations, including prep and clean up, must remain within the booth space.

VENDING LOCATIONS AND PRICES

All 10x10 spaces: **\$ 350.00**

Additional space is available for an additional cost.

Spaces will be assigned based on size, electrical and cooking requirements.

COMMISSION

There is no commission taken from food vendors.

QUESTIONS:

Please contact D & W Events, Inc.
Debbie Netter
at dwevents@comcast.net or
847-726-8669.

APPLICATION FOR FOOD CONCESSION

Please complete this application in its entirety. Applications must be postmarked by
February 1, 2011

GENERAL INFORMATION:

Name of Business _____

Contact Person _____ Phone _____

Street _____

City, State, Zip _____

Fax _____ E-mail address _____

Cell phone or emergency phone _____

PREVIOUS EVENT EXPERIENCE _____

BUSINESS & EVENT REFERENCES

Company or Event _____ Contact _____ Phone _____

Company or Event _____ Contact _____ Phone _____

Company or Event _____ Contact _____ Phone _____

BOOTH SPACE INFORMATION

Size of your booth: 10x10 Other (please specify) _____

Vending fees apply to a standard 10x10 area.
Additional space is available for an additional charge.

If you are a first time applicant, please include a photo of your booth.

PROPOSED MENU ITEMS

Item _____

Price \$ _____ Portion size _____ oz.

Description, ingredients and preparation

Item _____

Price \$ _____ Portion size _____ oz.

Description, ingredients and preparation

Item _____

Price \$ _____ Portion size _____ oz.

Description, ingredients and preparation

Item _____

Price \$ _____ Portion size _____ oz.

Description, ingredients and preparation

REPLY

Please mail completed applications by
Feb. 1, 2011 to:

D & W Events, Inc.
Food Vending Application
3417 R.F.D.
Long Grove, IL 60047

DEADLINES

Timeline

Feb. 1: Application postmark

Feb. 15: Notification of acceptance

March 1: Signed contract & full payment

*April 1: Insurance certificate due to D & W
Events*