



Bolingbrook

a place to grow

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Recycled For A Better Environment



Dear Food Vendors,

The Village of Bolingbrook will be hosting the "Bolingbrook Pathways Parade and PathFest" on Sunday, September 10, 2017. The event is organized by the Bolingbrook Pathways and PathFest Committee. The PathFest will be held in the park behind Town Center at 375 West Briarcliff Road (three blocks west of Route 53).

Major entertainment will be featured on the Performing Arts Stage. Adding to the festivities will be a bags tournament, kid's games, inflatable bouncers, balloon artist, petting zoo, trackless train, climbing wall and much more.

Each vendor will be allowed to sell a maximum of four food items (these items will be submitted to the committee and approval); and one non-carbonated beverage if you choose. Duplication of food items will not be allowed; however, duplication of non-carbonated beverages is acceptable. Carbonated beverages will be sold through the Bolingbrook PathFest Committee Charity Organization only. Vendors may not sell carbonated drinks. All prices must be clearly posted. *(Food vendors who have proper signs posted with item and price always sell better than those that hand write a piece of paper with item and prices.)*

Each food space will consist of a covered Will County-approved 10' x 10' space. A 5' x 10' outdoor cooking area will be made available for those indicating a need for it. Vendors will need to control their own cash. The Village of Bolingbrook will provide electricity, water and refuse containers. We do not provide for the disposal of grease - vendors must bring their own containers and take them away.

Please refer to the vendor application for specific rules and details. The Bolingbrook PathFest will secure all necessary permits and licenses from information provided by you in a timely manner. Each vendor will have to pass Will County Health Department inspection on the day of the event; those not passing standards set by the Health Department will not be allowed to open.

Please email Kathy Donnelly (kathyd@bbcca.org) by **September 1, 2017** with your completed application. Applications received after this time will be subject to a late fee imposed by the Health Department.

Sorry we do not allow self contained Food Vehicles, you must use our 10x10 health department approved space. Limited spaces are available.

The Bolingbrook PathFest Committee looks forward to your participation in our event.

Sincerely,

Kathy Donnelly, Food Vendor Chairperson
Bolingbrook PathFest Committee



TREE CITY USA

A Community of 74,000

RULES AND REGULATIONS

BOLINGBROOK PATHFEST - 2017

Sunday, August 20, 2017: Hours: 1:00 - 6:00 pm

1. All set up must be accomplished between 9:00 am and 11:00 pm on Sunday, September 10th.
2. The Bolingbrook PathFest Committee reserves the right to accept or reject any food vendor and/or their products. All prices must be posted. Each vendor will be allowed to sell a maximum of FOUR (4) food items, no extra last minute items will be allowed at the event without approval by the Committee; and 1 non-carbonated beverage if you choose to sell one. Vendors will not be allowed to sell beer or alcoholic beverages of any kind. Duplication of food items will not be allowed; however, duplication of non-carbonated beverages is acceptable. Carbonated beverages will be sold through the Bolingbrook PathFest Committee Charity Organization only. Vendors may not sell carbonated drinks of any type.
3. All food spaces will open and closed per the following schedule:

Sunday, August 20, 2017: Hours: 1:00 - 6:00 pm

4. All allocated space (10 feet by 10 feet serving area and 5 feet by 10 feet work area) **must be** kept clean and tidy at all times. Packing boxes, crates, paper, supplies, etc., **must be** concealed at all times during the event. ***Vendor further agrees to be responsible for the proper disposal of all grease and charcoal in properly marked containers (vendor must bring their own containers) and all such products of waste must be removed from the grounds by the vendor and may not be mixed in with the regular trash disposal.*** The area must be kept clean and orderly at all times. Trash dumpsters will be on the grounds for your use. At the close of the day, any bags of garbage needing to be taken to the dumpster must be placed on the front side of your space; our cleaning crew will remove them to the dumpster. The vendor further agrees to allow for the proper storage of all meat and dairy or any food items that need refrigeration; vendor must supply refrigeration system if needed. All vendors are subject to a Fire Department site inspection and are expected to follow the recommendations of the Fire Department Inspector regarding any safety concerns found.
5. The Bolingbrook PathFest Committee has the final word on who will be chosen to participate as a vendor, and reserves the right to choose food items on competing vendors with duplicates.

6. Breakdown and load-out must be accomplished **after event closing at 6:00 pm on Sunday, September 10, 2017**. All table and chairs must be stacked in your respective area and your space must be left clean at the end of the event.

7. All vendors must follow the rules and regulations of Will County Health Department as set forth in their manual. All vendors must pass inspection by Health Department prior to opening for business. It is the responsibility of the vendors to contact the Health Department for permit applications.

If you have any questions, please contact Kathy Donnelly, PathFest Committee Chairperson at kathyd@bbcca.org.

Please make your check in the amount of \$50.00 payable to Village of Bolingbrook. Mail your check (*confirmed Non-Profit Organizations are free*) along with the signed application **and certificate of insurance** to:

**VILLAGE OF BOLINGBROOK
Attn: CCA - PATHFEST
375 W. BRIARCLIFF ROAD
BOLINGBROOK, ILLINOIS 60440**

Application & Check deadline is September 1, 2017.

Applications and Insurance Certificates can be in pdf format and emailed to kathyd@bbcca.org.

VENDOR CONTRACT & APPLICATION

The Vendor hereby agrees to participate in Bolingbrook's PathFest and to abide by all rules and regulations set forth by the Bolingbrook PathFest Committee.

Space Request:

I wish to participate. Enclosed with this application is my check made out to "Village of Bolingbrook" for \$50.00 which represents the fee for your space at the festival for your contract to be accepted by the Committee.

INSURANCE:

The Village of Bolingbrook, the Bolingbrook PathFest Committee, and the Bolingbrook Civic and Cultural Affairs Commission must be named as an additional insured on the Vendor's Liability, Products and Completed Operations Insurance policy. This insurance shall not be less than \$500,000.00. **A Certificate of Insurance shall be in the hands of the Bolingbrook Jubilee Committee by September 7, 2017**, for vendor to be accepted by the Committee.

Electrical Requirements:

I will require electric: ___ Yes ___ No If yes, how many total amps(not volts or watts)? _____

You will be supplied with **ONLY** forty (40) amps of 110 volt service; two standard household receptacles are used. You must supply your own extension cords. The electric service panels will be located near the vendor spaces. We are sorry, but 220 volt will not be available. There is no three phase available. Village of Bolingbrook electricians will be available to assist you should the need arise. The vendor will be charged for any additional cost of materials; however, any excessive or unusual requests for this service will be billed at an hourly rate of \$50.00 per hour. Vendors will be assisted on a first come, first serve basis.

Please list your electrical requirements (including the amount of amps *not volts or watts*) in detail here:

Item: _____ Amps: _____

Item: _____ Amps: _____

Item: _____ Amps: _____

Item: _____ Amps: _____

Need 5'x10' cooking area? ___ Yes ___ No

If yes, please describe intended use:

(All grease and hot coals must be cooled and properly disposed of; Vendors are responsible for providing containers and off site disposal)

Describe and list foods to be sold. Each vendor is limited to a maximum of four food items and one non-carbonated beverage if you choose to sell one. The PathFest Committee must approve all items to be sold first.

Item 1: _____

Item 2: _____

Item 3: _____

Item 4: _____

Non-Carbonated Beverage if you choose to sell one:

Item 1: _____

Limited Spaces Available and we reserve the right to limit vendors to one space.

Number of 10'x10' spaces _____ x \$50.00 each = \$ _____

Total Submitted = \$ _____

The undersigned agrees to participate in Village of Bolingbrook's PathFest 2017 on September 10, 2017. Applicant agrees to abide by all rules and regulations set by the PathFest Committee and further agrees to hold harmless and indemnify the Village of Bolingbrook, Bolingbrook PathFest Committee, and Bolingbrook Civic and Cultural Affairs Commission from property and personal liability. A complete application satisfying all requirements must be on file with the PathFest Committee by September 1, 2017 for all participants.

Please type or PRINT LEGIBLY

NAME OF VENDOR: _____

NAME OF CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **Zip Code:** _____

PHONE (required): Day) _____ Evening) _____

EMAIL (required): _____

I hereby agree to abide to obey all rules, regulations and agreements set forth by Bolingbrook's PathFest Committee.

AGREED TO AND ACCEPTED BY: _____

Signature

DATE: _____

OFFICE USE	OFFICE USE	OFFICE USE
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Space Fee Check Number: _____

Insurance received: _____ Date application received: _____

RETURN PAGES 4 & 5 WITH SPACE FEE AND INSURANCE CERTIFICATE