



# Bolingbrook

a place to grow



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Village Attorney



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Recycled For A Better Environment



Dear Food Truck Vendors,

The Village of Bolingbrook will be hosting the "Bolingbrook Pathfest" on September 8, 2019. The event is organized by the Bolingbrook Pathfest Committee and will be held in the park behind Town Center at 375 West Briarcliff Road (three blocks west of Route 53).

There will be major entertainment on the main stage to be determined at a later date during the afternoon. Adding to the festivities will be children's entertainment; petting zoo, games, bounce houses, climbing wall, train and an arcade.

Each vendor will provide a menu for the Committee to approve 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.*)

A space for the food truck will be provided, the size of your truck must be provided on the application. No tickets for purchasing food will be issued - vendors will need to control their own cash. The Village of Bolingbrook will provide electricity, water, security, 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. Each food vendor will be expected to secure all necessary permits and licenses. Each vendor will have to pass Will County Health Department inspection; those not passing standards set by the Health Department will not be allowed to open.

Applications and checks must be **received on or before April 1, 2019**. You will be contacted on or after May 1<sup>st</sup> to let you know that we have an opening and that you are being considered. Final selection of food vendors and their product is solely up to the Bolingbrook Jubilee Committee. Limited spaces are available.

The Pathfest Committee looks forward to your participation in Bolingbrook Pathfest 2019.

Sincerely,

Kathy Donnelly and Beth Girerdier, Food Vendor Chairpersons  
Bolingbrook Pathfest Committee



TREE CITY USA

A Community of 76,000

## RULES AND REGULATIONS

# Pathfest - 2019

Sunday, September 8, 2019: Hours: 2 pm - 6 pm

1. All set up must be accomplished before 12:00 pm.
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 provide a full menu to be approved by the Committee. 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 close per the following schedule:  

Sunday,	September 8, 2019:
Hours:	Set up and inspection Noon - 2:00 pm
	Food Service 2 – 6 pm
4. All allocated spaces **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 8, 2019, and before 9:00 am Monday, September 9, 2019. Your space must be left clean at the end of the event.

**A \$75 deposit per space is required, payable in a separate check from the space fee, please issue two checks. Deposit checks will be returned within 10 days of the festival's close, upon receiving verification from our break down crew that the vendor's space was not in need of clean up or repairs. Any repairs or cleaning needed, will be deducted from the deposit check; any amount over the deposit check will be billed to the vendor.**

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 at 630-272-6722 or email her at [kathyd@bbcca.org](mailto:kathyd@bbcca.org).

Please make your two checks in the amount of \$150.00 (fee) and \$75.00 (deposit) per space payable to Village of Bolingbrook. Mail the checks 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 April 1, 2019 for all participants. Applications and Insurance Certificates can be in pdf format and emailed to [kathyd@bbcca.org](mailto:kathyd@bbcca.org).**

**VENDOR CONTRACT & APPLICATION**  
**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: \_\_\_\_\_ Deposit Check Number: \_\_\_\_\_

Insurance received: \_\_\_\_\_ Date application received: \_\_\_\_\_

**RETURN PAGES 3 & 4 WITH SPACE FEE, DEPOSIT CHECK AND INSURANCE CERTIFICATE**

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 \$ \_\_\_\_\_ which represents the fee for one space at the festival. Also enclosed is another check made payable to the "Village of Bolingbrook" for \$ \_\_\_\_\_, which represents a \$75 deposit per space. **A deposit check shall be in the hands of the Bolingbrook Pathfest Committee by April 1, 2019** for contract to be accepted by the Committee.

**INSURANCE:**

The Village of Bolingbrook, the Bolingbrook Jubilee 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 Pathfest Committee by April 1, 2019**, for contract 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. 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.

Vendor Name: \_\_\_\_\_

Describe and list foods to be sold. In addition 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: \_\_\_\_\_

Item 5: \_\_\_\_\_

List three alternates in case of duplication:

Alt 1: \_\_\_\_\_

Alt 2: \_\_\_\_\_

Alt 3: \_\_\_\_\_

Non-Carbonated Beverage if you choose to sell one:

Item 1: \_\_\_\_\_

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: \_\_\_\_\_

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

Please indicate the size of your truck \_\_\_\_\_

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

Number of spaces \_\_\_\_\_ x \$50.00 each = \$ \_\_\_\_\_

Number of spaces \_\_\_\_\_ x \$25.00 deposit = \$ \_\_\_\_\_

**Total Submitted = \$ \_\_\_\_\_**

The undersigned agrees to participate in Village of Bolingbrook's Pathfest 2019 on September 8, 2019. Applicant agrees to abide by all rules and regulations set by the Jubilee 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 May 1, 2019 for all participants.