



Bolingbrook

a place to grow



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375 W. Briarcliff Road
Bolingbrook, Illinois
60440-3829

www.bolingbrook.com

(630) 226-8400
FAX: (630) 226-8409
TDD: (630) 226-8402

Recycled For A Better Environment



Dear Food Vendors,

The Village of Bolingbrook will be hosting the “Bolingbrook Jubilee” on August 14-16, 2020. The Event is organized by the Bolingbrook Jubilee Committee and will be held in the park behind the Town Center at 375 West Briarcliff Road (3 blocks west of Rt 53).

There will be major top name entertainment on the mainstage during the entire weekend. Plus a Car Show, Craft Fair and Fishing Derby. Also adding to the festivities will be children’s entertainment, a petting zoo, games, bounce houses, climbing wall, and train.

Each Food Vendor will provide a menu for the Committee to approved 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 Jubilee Committee Charity Organization only. Food Vendors may not sell carbonated drinks. All prices must be clearly posted.

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. 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 disposal of grease – you must bring your own containers and take them away.

Please refer to the 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 will not be allowed to open.

Applications and checks must be received on or before June 1, 2020. You will be contacted on or after June 30th to let you know that we have an opening and that you are being considered. Final selection of food trucks and their products is solely up to the Bolingbrook Jubilee Committee. Limited spaces are available.

The Bolingbrook Jubilee Committee looks forward to your participation in the Bolingbrook Jubilee 2020.

Sincerely,
Beth Girardier, Food Vendor Chairperson
Bolingbrook Jubilee Committee
bethg@bbcca.org



TREE CITY USA

A Community of 76,344

RULES AND REGULATIONS

Bolingbrook Jubilee 2020

Friday, August 14, 2020	Hours: 6:00 pm – 11:00 pm
Saturday, August 15, 2020	Hours: Noon – 11:00 pm
Sunday, August 16, 2020	Hours: Noon – 10:00 pm

1. All set up must be accomplished between 10:00 am and 4:00 pm on Friday, August 14th.
2. The Bolingbrook Jubilee 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. Food 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 Jubilee Committee chosen charitable organization only. Vendors may not sell carbonated drinks of any type.
3. All food vendors will open and close per the following schedule:

Friday, August 14, 2020	Hours: 6:00 pm – 11:00 pm
Saturday, August 15, 2020	Hours: Noon – 11:00 pm
Sunday, August 16, 2020	Hours: Noon – 10:00 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.** 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 and our cleaning crew will remove them to the dumpster. The food vendor further agrees to allow for the proper storage of all meat and dairy or any food items that need refrigeration; food 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 Jubilee Committee has the final word on who will be chosen to participate 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 10:00 pm on Sunday, August 16, 2020 and before 9:00 am Monday, August 17, 2020. Your space must be left clean at the end of the event.

A \$100 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 away crew that the food space was not in need of clean up or other issues. Any repairs or cleaning needed will be deducted from the deposit check. Any amount over the deposit check will be billed to the food vendor.

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

If you have any questions, please contact Beth Girardier, Jubilee Committee at 312-213-5126 or email her at bethg@bbcca.org.

Please make your two checks in the amount of \$400.00 (fee) and \$100.00 (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 – Jubilee Food
375 W. Briarcliff Road
Bolingbrook, IL 60440**

Application and Check deadline is June 1, 2020 for all participants. Applications and Certificates of Insurance can be in pdf format and emailed to bethg@bbcca.org.

Food Vendor Contract & Application

Please type or Print Legibly

Name of Food Vendor: _____

Name of Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (required): Day: _____ Evening: _____

Email (required): _____

The undersigned agrees to participate in Village of Bolingbrook's Jubilee on August 14-16, 2020. The applicant agrees to abide by all the Rules and Regulations set by the Jubilee Committee and further agrees to hold harmless and indemnify the Village of Bolingbrook, Bolingbrook Jubilee 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 Jubilee Committee by June 1, 2020 for all participants.

Vendor signature: _____ Date: _____

Return this contract with Space fee, Deposit check and Certificate of Insurance

Space Request:

I wish to participate. Enclosed with this application is my check made out to "Village of Bolingbrook" for \$ 400.00 which represents the fee for one space at the festival. Also, enclosed is another check made payable to the "Village of Bolingbrook" for \$ 100.00, which represents a deposit fee for one space. **These checks will be in the hands of the Bolingbrook Jubilee Committee by June 1st 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 Jubilee Committee by June 1st for the 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)? _____

Vendor Name: _____

List and **DESCRIBE** the foods to be sold. In addition, one non-carbonated beverage if you choose to sell one. The Jubilee Committee must approve all items to be sold.

Item 1: _____

Item 2: _____

Item 3: _____

Item 4: _____

List 3 alternates in case of duplication:

Alt 1: _____

Alt 2: _____

Alt 3: _____

Non-Carbonated Beverage (optional):

Beverage: _____

Please list your electrical requirements (including amps, not volts or watts) in detail:

You will be supplied with **ONLY** forty (40) amps of 110 service if needed; 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 service 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 served basis.

Req 1: _____ Amps: _____

Req 2: _____ Amps: _____

Req 3: _____ Amps: _____

Req 4: _____ Amps: _____

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

Limited spaces are available, and we reserve the right to limit the vendors to one space. One space per application.