



*Lemont Heritage Fest 2016  
Food Vendor Application & Agreement*

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Vendor/Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Please describe products/services to be sold or presented: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

NOTE: No alcoholic beverages can be sold by a vendor on the street.

Will you need access to:

Electricity: YES      NO  
Water: YES      NO

Please complete the above information and return to the Village of Lemont by Friday, July 29th, 5:00 p.m. Please include the following items:

- Signed vendor agreement and vendor fee of \$50.00 (checks payable to the Village of Lemont). If electricity and/or water is required add an additional \$25.00 for a total of \$75.00.
- Certificate of Insurance for day of event, naming the Village of Lemont as an additional insured.
- Copy of Food Sanitation License.
- Proof of Workers Compensation Insurance.

**Reserve your spot now. Please return your application, signed agreement, fees, and all required attachments to:**

**Village of Lemont/Heritage Fest  
418 Main Street  
Lemont, IL 60439**

**For more information (630) 243-2700**



*Lemont Heritage Fest*

**26th Anniversary Celebration!**

*Saturday, September 3, 2016*

## **Food Vendor Agreement**

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In exchange for vendor space at Heritage Fest, Saturday September 3, 2016, the undersigned Vendor agrees to the following terms as set forth by the Village of Lemont:

1. For the fee of \$50.00, the Village of Lemont agrees to reserve a Vendor space of not less than 10x10 feet. **While vendors are REQUIRED to serve and sell food from a tent, cooking activities are not allowed inside any tent.** Vendors must follow the guidelines for tents as stated in the attached *Carnival and Festival Guidelines*, distributed by the Lemont Fire Protection District.
2. Vendors must provide their own tent/booth/tables and any signage.
3. **Electricity and water are available for an additional \$25.00 (vendors must supply hose and power cord).**
4. The Village of Lemont does not grant or ensure the exclusive right of Vendor to offer for sale any specific item(s). **We reserve the right to limit competition and to limit the item(s) sold. DO NOT make any food purchases prior to receiving your vendor approval.**
5. The Village of Lemont will assign vendor locations after acceptance of this offer by Vendor. A signed confirmation of Vendor admittance to the event will be returned to Vendor upon completion of application, receipt of fees & other required materials before the day of the event.
6. Vendor is responsible for setup and removal of all equipment, tents, and other items used for the event, removal of unsold items at the end of the event, and removal of all trash from the assigned area at the end of the event.
7. Setup of equipment by Vendor will begin no earlier than 12:00 noon on Saturday, September 3, and must be completed by 2:00 p.m. of that same day. Take down of Vendor equipment will begin no sooner than 11:00 p.m. of that same day, unless the Village of Lemont determines otherwise. All Vendor equipment and excess trash must be removed the evening of September 3.
8. Vendor will provide any and all items needed for cooking, storing, and serving food.
9. **Vendor shall provide the Village of Lemont with a Certificate of Insurance, with minimum liability limits of \$1,000,000.00 coverage, naming the Village of Lemont as an additional named insured.**
10. Vendor must show proof of Worker's Compensation Insurance.
11. Vendor must comply with all applicable Federal, State, and local laws and ordinances, and County Health Codes and must provide evidence of having a Food Sanitation Certificate.
12. Violation by Vendor of any terms of this agreement or any specific event rules as set forth by the Village of Lemont will render this contract void. Upon such violation, the Village of Lemont may, at its discretion, require Vendor to immediately cease operation at the event, and, within a reasonable period of time, remove all items and equipment, without reimbursement of any expenses or fees paid by Vendor.
13. Acceptance of this offer must be made by returning a copy of this agreement, signed by the Vendor or its duly authorized agent, and accompanied by the following items:
  - a. Vendor fee;
  - b. Fully signed Vendor Application and Agreement;

- c. Certificate of Insurance for day of event, naming the Village of Lemont as an additional insured;
- d. Proof of Worker's Compensation Insurance;
- e. Copy of Food Sanitation License.

14. **This Agreement shall be null and void if all of the required items are not received at the Lemont Village Hall by 5:00 p.m. on Friday, July 29, 2016.**

15. **Due to the limited amount of vendor space available, the Village of Lemont reserves the right to deny a vendor application in which case all monies forwarded will be returned.**

The undersigned has read and reviewed this contract and attached information and hereby agrees to abide by all regulations contained within this contract.

\_\_\_\_\_  
Vendor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
By Village of Lemont / Signature

\_\_\_\_\_  
Date

\* \* \* \* \*

Please sign and return this Agreement with all appropriate fees and documents no later than **Friday, July 29, 2016, 5:00 p.m.** If accepted, the Village of Lemont will return a signed copy of this Agreement to you, acknowledging your participation in this event.

**Please make checks payable to: Village of Lemont**

**Mail to: Village of Lemont / Heritage Fest  
418 Main Street  
Lemont, IL 60439**



## **LEMONT FIRE PROTECTION DISTRICT**

**BUREAU OF FIRE PREVENTION**

15900 New Avenue  
Lemont, IL 60439  
Business: (630) 257-0191  
Fax: (630) 257-5318

### **CARNIVAL AND FESTIVAL GUIDELINES**

- **FIRE LANES:** Fire lanes a minimum of 20 feet wide shall be maintained into and around rides, line-ups, games, tents, etc.
- **ELECTRICAL WIRING:** Temporary electrical wiring shall be protected in all pedestrian and vehicle traffic areas.
- **GENERATORS:** All generators shall be properly grounded and protected from unauthorized access.
- **TENTS:** All tents shall be of flame retardant material and have a label permanently attached indicating the flame resistance rating. Gasoline, gas, charcoal, or other cooking devices or open flames shall not be permitted inside of any tent.
- **FIRE EXTINGUISHERS:** All tents with any cooking device or propane tank shall have a minimum of one fire extinguisher with a minimum rating of 4A60BC.
- **PROPANE TANKS:** Propane tanks and cylinders shall be chained or secured in an upright position at all times whether full or empty. Position the cylinders so the pressure relief device points away from areas where people may gather or where there may be sources of ignition. If tents are in use, the pressure relief device should point away from the tents. Propane tanks should be protected from any heat source within 6 feet.