



# Summerfest 2017

20 S. Ardmore Ave. Villa Park, IL 60181

## Food Vendor Information

- Dates and Times:** Friday June 16, 2017  
6:00 pm to 11pm  
&  
Saturday, June 17, 2017  
11:00 am to 10:30 pm
- Location:** Ardmore and Park Blvd., Villa Park, IL. 60181
- Booth Space:** Approximately 8' x 18'
- Number of Booths:** A maximum of seven booths will be accepted and the Commission will assign spaces.
- Space amenities:** Electric will be provided. **120-volt** and **240-volt** single phase is available. Vendors will be responsible for supplying their own extension cords.
- Menu Boards:** Each vendor shall post a menu board at least 2' x 3'. These boards shall be clearly legible, list all food items with pricing and be visible to the public.
- Pricing:** All prices are at the discretion of the vendor, but will be reviewed by the Summerfest Commission.
- Food and Beverage:** Each vendor is allowed to sell water and soft drinks.

**Sales:** All sales will be cash at each vendor's booth. Each vendor will be responsible for obtaining their own currency for change and security for register, The Village of Villa Park is not responsible for the loss or mishandling of vendor's monies.

**Sales Tax:** Each vendor has the responsibility to report and pay all applicable sales tax.

**Setup/Takedown:** Vendors may begin setting up Friday June 16<sup>th</sup>, 2017 at 12:00 pm and Saturday, June 17<sup>th</sup>, 2017 at 6:00 am. All vendors must be completely set up and ready for inspection by 5:00 pm Friday and 10:00 am Saturday (time is subject to change) on the same date. The DuPage County Health Department and The Villa Park Fire Department will inspect all booths.

Vendors will be allowed to drive to their booth to unload only during setup and take down periods. Once Summerfest is in operation driving on fest grounds is prohibited.

All vendors must have their booth cleaned up by 12:00 am Sunday morning. Booths must be left in a clean, orderly manner with all garbage picked up.

**Health Department:** All vendors must meet the requirements established by the DuPage County Health Department for food service. An application must be filed with the department a minimum of two weeks (**June 1<sup>st</sup>**) prior to the event.

**Insurance:** Each vendor is required to present an original certificate of comprehensive general liability insurance in an amount not less than \$1,000,000. The Village of Villa Park is to be named as an additional insured.

**Fees:** Booth Fee: \$400

**All fees must be paid at the time of application and are non-refundable.**