



Food Vendor Application – 2012

Friday, June 22 5:00 – 10:00 pm
Saturday, June 23 11:00 am – 10:00 pm
Sunday, June 24 11:00 am – 6:00 pm

West Side Park • Downtown Champaign



As the Taste of Champaign-Urbana draws near, we would like to take this opportunity to invite you to participate in this 42 year-old tradition. This event draws nearly 35,000 patrons each year and offers great exposure to participating food vendors. Not only can you provide delicious samples from your business to thousands of festival goers, but the Taste of Champaign-Urbana is a great marketing opportunity where you can distribute menus, flyers, and coupons from your booth space in order to gain new customers for life! Think how much your business could benefit by participating in this year's Taste of Champaign-Urbana!

New Information for Applicants

The Taste of Champaign-Urbana is focusing on promoting local establishments. With that in mind, only restaurants and catering companies that have permanent physical locations will be allowed to submit entries. As this is the "Taste," we want to give patrons the opportunity to sample the food at this event by providing mainly "taste" portions of menu items, enticing them to come to your establishment at a future date. To assist the restaurants in this manner, the address of the restaurant and phone number will be added to the Taste map.

Application Procedure

Due to the ever increasing demand for space from potential food vendors and the feedback we've received from event patrons, a Food Committee will jury all applicants in order to select 25 food vendors to participate. Regardless of past participation, all vendors will compete annually for selection. In order to be considered by the jury, food vendors must adhere to the following:

- A proposed menu, including pricing, must be submitted. Other promotional materials describing your business, booth set-up, and menu items are encouraged but not required.
- In keeping with the event's mission, local vendors will receive first consideration, but all are encouraged to apply
- Pricing is in \$1.00 increments with a maximum \$8.00 on food items. This year tickets will be worth \$1.00 each.
- Vendors **must** serve at least one "Taste" size portion priced at 1 to 2 Taste Tickets (\$1.00-\$2.00). We encourage vendors to offer as many "Taste" portions as possible. The one complaint we frequently hear from Taste customers is that serving sizes are too big. Event patrons don't want to purchase entire meals but sample a little bit of everything!
- In order to maintain a variety of different food options, there will be a limit of 3 vendors selling the same food type (e.g. pizza, general's chicken, gyros, hamburgers, etc.). If there are more than 3 submissions of the same food type, then those vendors will be required to submit a sample of that food to the judging committee.
- Please note that food vendors are expected to be on site and ready to sell by the opening of each day and must close down operations at the close of each day in accordance with the festival hours. Vendors found violating this will jeopardize future participation.

To minimize duplication, the Food Committee reserves the right to make final determination of the number and type of menu offerings. **Only 25 Vendors will be selected.**

The committee will rate vendors on the following categories:

- **Menu Pricing:** Do the items' prices fall within the 1-8 Taste Ticket range (\$1.00-\$8.00)? Does the vendor offer at least one "Taste" size portion of one of their main menu items priced at 1-2 Taste Tickets (\$1.00-\$2.00)? Do they offer more than one Taste size portion?
- **Menu Quality:** Does the vendor offer food items that reflect their regular menu? Do they offer a variety of items that reflect the type of food they normally serve? Will the menu add something unique and different to the festival?
- **Menu Type:** Overall, what type of food does this vendor offer? Will it add a new or needed taste to the festival? If there is more than one vendor offering the same types of food, do they each adhere to the guidelines and offer a slightly different twist on their menu?

APPLICATION DEADLINE
APRIL 20

Taste of Champaign-Urbana June 22-24, 2012

This weekend festival celebrates our community by showcasing local cuisine, talented entertainment, and various crafts.

We invite you to join us in this community celebration!



NO PETS ALLOWED!



Application Procedure (continued)

Applications are due by 5:00 pm on **Friday, April 20, 2012**. Applications may be mailed to the Bresnan Meeting Center, Attn. Tony Oligney-Estill, 706 Kenwood Road, Champaign, IL 61821 or delivered in person Monday through Friday between the hours of 8 am and 5 pm. Applications received after April 20 will be put on a waiting list and considered only if space is still available after on-time applications have been reviewed. Vendors will be notified by Friday, May 11 whether they have been accepted or not. Entry fees will be returned to those vendors who are not accepted.

Fees

A \$135 booth fee is required of all food vendors at the time of application. This fee covers the booth fee, any electrical needs, and a 10 foot by 10 foot tent (see below for 20 foot by 20 foot options). The Champaign Park District will cover the \$75 health permit fee for those restaurants seeking a one-time permit. This does not extend to seasonal permits, so if you are seeking a seasonal health permit, you are responsible for the cost. **In addition to the entry fees, all participating food vendors must donate 30% of their event proceeds, which covers the cost of the event and helps fund our Youth Scholarship Program. Our Youth Scholarship Program benefits hundreds of community youth every year, giving children the opportunity to attend day camps, pre-school, sports programs, etc. and develop life skills.**

Booth Spaces and Tents

Each food vendor is provided a tent and a display space within West Side Park. All tents will be ordered through the Champaign Park District. This year, the \$135 fee includes a 10 foot by 10 foot tent. 20 foot by 20 foot tents are available for an additional \$130. The choice is yours, so make sure to choose a tent that will provide an adequate amount of space for your set-up. **No other tents will be permitted.** Each 10'x10' tent will include one 8' table and two chairs. Each 20'x20' tent will include two 8' tables and four chairs. If additional tables are needed, you may rent them from the Champaign Park District for \$10 per table. Vendors are responsible for providing their own cooking and serving materials. Booth spaces are determined by the Champaign Park District staff and are based upon electrical requirements. You will receive a map indicating your booth space and set-up details with your confirmation package in late May.

Food and Beverages

In order to try and minimize the number of duplicate food items, there will be a limit of four "main dish" items on the menu for each food vendor. You are allowed to have as many 1-2 ticket items on your menu as those are all considered "taste portions."

Food vendors will be allowed to sell beverages, as long as they do not compete with Pepsi products.

Security

Security will be provided throughout the night, however, the Champaign Park District is not responsible for lost, stolen, or damaged items.

Questions?

Call 217-819-3995 or e-mail tony.oe@cparkdistrict.com

INSURANCE GUIDELINES

In order to participate, a certificate of insurance must be provided with the following coverage:

1. Workers Compensation and Occupational Disease Insurance

Workers Compensation and Occupational Disease Insurance, in statutory amounts, covering all employees who are to provide a service under this contract. Employer's liability coverage with limits of not less than \$100,000 for each accident or illness shall be included.

2. Commercial Liability Insurance (Primary and Umbrella)

Commercial Liability Insurance and/or equivalent with limits of not less than \$1,000,000 per occurrence, combined single limit, for bodily injury, personal injury, property damage liability. Products/completed operation, independent, contractors, broad form property damage, and contractual liability. **The Champaign Park District should be named as additional insured.**

3. Automobile Liability Insurance

For any motor vehicles used in connection with work to be performed, the Vendor shall provide automobile liability insurance with limits of not less than \$1,000,000 per occurrence combined single limit, for bodily injury and property damage. **The Champaign Park District should be named additional insured.**

4. All Risk Property Insurance

Property insurance coverage shall be maintained by the Vendor for full replacement value to cover the Vendor's material, equipment, tools and supplies. The vendors shall be responsible for any loss or damage to any personal property that shall be part of this agreement.

To facilitate the application process, please ask your insurance provider to include the following information under the designated sections on the certificate of insurance:

**Please Note:
Insurance must be
provided at time of
application.**

Operations/Locations/ Vehicles/Special Items

The Champaign Park District is listed as additionally insured for A Taste of Champaign-Urbana from June 22-24, 2012.

Certificate Holder

Champaign Park District
Bresnan Meeting Center
706 Kenwood Road
Champaign, IL 61821-4112

**Questions regarding insurance,
please contact the Risk Coordinator at 217/398-2550.**



Friday, June 22
5:00 – 10:00 pm

Saturday, June 23
11:00 am – 10:00 pm

Sunday, June 24
11:00 am – 6:00 pm

West Side Park
Downtown Champaign

REGISTRATION DEADLINE

Friday, April 20, 2012

Please return completed application, check, certificate of insurance, fees, and health permit to:

Champaign Park District
Special Events Manager
Bresnan Meeting Center
706 Kenwood Road
Champaign, IL 61821-4112



QUESTIONS?

For more information please contact
Tony Oligny-Estill at
217-819-3995.

Food Vendor Application – 2012

Business Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Menu Selection

Please list all menu items below. Feel free to attach any additional information if needed. Menu items must be finalized by April 20. Tickets are worth \$1.00 each. This information will be printed for the public and must be included for your application to be considered.

**Please note that you must offer a "Taste" portion for \$1.00-\$2.00 (1-2 Taste Tickets). This should be a small sample of one of your main items.*

Item	Taste Tickets/Price (\$1.00 increments)
_____	_____
_____	_____
_____	_____
_____	_____

Electrical Needs

Power is limited, outside generators are strictly prohibited, sternos are permitted.

**Please list the volts, amps, and watts for all equipment. This information is listed on the label of any piece of equipment. To ensure adequate event power, please make sure this information is accurate!*

Items to be Plugged In	Volts	Amps	Watts
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Additional Needs

All vendors must supply and maintain a 5 lb. type ABC fire extinguisher.

Fees (No refunds will be issued after May 21, 2012.)

- \$135 Entry Fee (includes 10' x 10' tent, booth space, and electrical) Yes, I need a Health Permit.
- \$130 Upgrade to 20' x 20' tent No, I will provide my own Health Permit.
- \$ _____ Total Enclosed

The undersigned shall indemnify, defend and hold harmless the Champaign Park District and any of its directors, officers, employees, agents and representatives from and against any and all liability, loss, costs, causes of actions, demands, attorneys fees, expenses, claims, suits and judgments of whatsoever kind and character, including without limitation, all possible costs of responding to demands, in whatever form that may take, with respect to any claim made against the Champaign Park District that arises solely from an act, failure or omission on the part of the undersigned or any of its directors, officers, employees, agents and representatives in carrying out of the terms of this Agreement.

Signature _____

Print Name _____

Date _____

DETACH HERE