



**41st Annual
Custer's Last Stand
FoodFest Application
June 16 & 17, 2012
Deadline June 1, 2012**

Please print or type information on application:

Business Name: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Website: _____

1. Choose your booth size and location

Booths on Custer Avenue open at 10 am and close at 7:00 pm. Booths on Chicago Avenue stay open until 9:00 pm.

Booths on West side of Chicago Ave. are 16'x16'. Booth on East side of Chicago Ave. are 10'x10'.

Booth Size	Price	Number of booths needed	Total Amount (Price x Number)
Moveable cart (no electricy or stationary location)	\$425		
10'x10' Custer Ave.	\$1270		
16'x16' Custer Ave.	\$1420		
10'x10' Chicago Ave.	\$1420		
16'x16' Chicago Ave.	\$1570		

2. Menus and pricing

Your menu is limited to three (3) entrees. Beverages are separate. “SMOOTHIES” are considered a “Menu Item”. Custer Fair reserves the right to restrict menus. Your booth must display signs with the price for ONLY your 3 menu items – no other items may be listed. You will be permitted to sell only the items listed. Failure to comply will result in the immediate closure of your booth. **NO LEMONADE OR ALCOHOLIC DRINKS ARE ALLOWED.**

Menu Item	Serving Size	Price
1.		
2.		
3.		
Beverages:		

3. Electricity

Electricity is included in the cost of your booth. You will receive the basic electrical power (One (1) 25amp, 120volt circuit) per booth. Additional power or special plugs can be provided at an additional cost.

Custer Fair will not allow overloading of circuits and will close vendors found to be overloading. Any on-site electrical work required due to lack of planning on the part of food vendors or lack of disclosure will be billed at \$100.00 per hour with a minimum of 1 hour and in increments of 1 hour plus materials (to be paid before vendor will be allowed to open for business).

**2012 Custer’s Last Stand FoodFest
Electrical Worksheet Information**

Business Name: _____

Please list all electrical items that will be used during the 2012 Custer’s Last Stand FoodFest. Fill in volts, amps and watts of your items(s). Check one of the “Amps Required” boxes below to find your cost. If your equipment does not list amps, follow this equation to find the amps: $Watts \div Volts = Amps$ If you have a Specialty Plug, such as an RV hook-up, there is a \$50 charge in addition to your Amps Required charge. If you have any equipment that requires 220V, there is a \$100 charge in addition to your Amps Required charge.

Be very specific and all inclusive regarding electrical requirements. We will not allow overloading of circuits and will close vendors found to be overloading. Any on-site electrical work required due to lack of planning on the part of food vendors or lack of disclosure will be billed at \$100.00 per hour with a minimum of 1 hour and in increments of 1 hour plus materials (to be paid before vendor will be allowed to open for business).

Please complete the following electrical worksheet to determine electrical needs. Submit worksheet with application.

Sample:

Item	Volts	x	Amps	=	Watts
Microwave	120	x	8	=	1200
Blender	120	x	5	=	1200
Refrigerator	120	x	10	=	120
Toaster	120	x	1	=	120
Total			24		2640

**2012 Custer’s Last Stand FoodFest
Electrical Worksheet**

Business Name: _____

Electrical Worksheet:

Item	Volts	x	Amps	=	Watts
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
		x		=	
Total					

Specialty Plugs
Do you have a specialty plug, such as an RV hook-up or other?

Please list type of plugs:

		Amps Needed
1 – 25 Amps	Included	
25 – 30 Amps	Additional \$125	
30+ Amps	TBD	
Specialty Plus (i.e. RV)	Additional \$50	
220V	Additional \$100	
Total Electricity Fees:		

4. Health Permits

The City of Evanston requires all Food Vendors to complete a Temporary Food Permit application. **All Evanston Health Department applications must be sent to the Custer Fair Office along with a check for \$**

If you have any questions regarding business licenses or Health permits, call the Evanston Health Department at 847-866-2948.

Attach City Application here.

5. You must comply with the City of Evanston Fire & Safety Requirements

**Evanston Fire & Life Safety Services
Food Booth Fire Safety Requirements**

1. A 10-lb. ABC fire extinguisher shall be readily available within your space.
2. Propane Gas Tanks
 - a. All compressed gas cylinders/tanks, such as propane, must be secured to prevent them from falling or accidentally being knocked over.
 - b. Gas cylinders/tanks must be kept out of direct sunlight.
 - c. All tanks must be secured in the upright position to ensure the transmission of the vapor space and the relief valve.
 - d. All tanks must be at least 5 feet from any heating source.
 - e. All combustibles must be kept clear of the heating devices.
3. Extension cords
 - a. Extension cords must be placed so they do not become a “trip hazard.” Cords in the public way must be covered and secured with duct tape or other approved protective coverings.
 - b. The extension cord you use must be rated for its intended purpose. A standard lamp extension cord is NOT rated for a heating device.
 - c. Frayed or worn extension cords will not be permitted.

Please comply with the above fire and life-safety requirements to ensure a safe and fun event for everyone. A fire inspection may take place at any time. Any vendor not in compliance is subject to an interruption of business until the problem is corrected. Please contact the Evanston Fire & Life Safety Department Prevention Bureau at (847) 866-5934 if you have any questions.

Please initial here _____ to indicate that you have read the Fire & Safety regulations and will comply with them at all times during the festival. Failure to do so will result in the closure of your booth.

6. Clean Up

**2012 Custer's Last Stand FoodFest
Cleanup Form**

Applications please fill out all spaces marked with * only and return with your deposit check in the amount of \$300.00 along with your application.

*Vendor Name/Business: _____

*I agree to abide by the decision of the Custer Street Fair staff as to the condition of my vending space at the 2011 Custer's Last Stand FoodFest and the assessment and/or payment of any cleanup fees.

*Signature of Vendor Date

Rating Scale: A = Acceptable U = Unacceptable

- All garbage bagged (including cardboard)
- Disposed of grease properly in containers and will take off of festival grounds
- Disposed of leftover food properly
- Area surrounding booth is clean of debris
- Other: _____

Mark the following with an (x) if applicable:

- Will receive full refund of \$300.00 cleanup deposit
- Will receive only partial refund of the cleanup deposit.
Amount returned: \$ _____
- Will be charged \$ _____ over and above the \$300.00 cleanup deposit.

Comments: _____

Signature of Custer Fair Staff Date

Recycling is a vital part of Custer Fair. Use of recycling products is highly recommended.

7. Insurance

Custer Fair requires food vendors to submit an original Certificate of Insurance listing the following “additional insured”:

Piccolo Theatre, Inc. DBA Custer Fair
PO Box 6013
Evanston, IL 60204

8. Rental Equipment

All rentals are optional. Vendors are responsible for loss. Tents, tables, chairs and kitchen equipment are available for rent. Please contact the Custer Fair Office for more information: 847-328-2204.

9. Parking

Parking for one vehicle is included in the booth fee. Additional parking is available for \$50.

10. Membership

Membership shows your support for the charitable work of the Custer Fair Sponsoring organization, Piccolo Theatre. It also gives you an additional parking space, the right to retain your booth space from year to year and you receive an original Custer Fair T-Shirt designed by a Native American artist. Membership applies to the year in which you apply.

11. Payment

Booth Space Total	\$
Electrical Worksheet Total	\$
Membership (\$75)	\$
Additional Parking (\$50)	\$
Grand Total	\$

You may mail your checks to us or pay by credit card.

By mail: Please charge my credit card

Card Type: Visa____ MC____ Amex____ Discover____

Name on card: _____

Expiration (MM/YY):_____ CVV Code: _____

Card Number: _____

Signature:_____ Date: _____

Amount: _____

Checks or charges are processed at the time of application. All fees and deposits are due in full at the time of application.

12. Cancellation and Refunds

Prior to May 15, 2012, booth cancellation may be requested in writing – booth fees (less the \$100 application fee and any processing fees) will be refunded prior to the May 15, 2012 deadline. No refunds are issued for cancellations after the May 15, 2012 deadline.

13. Food Vendor Operations Agreement

Food Vendor Operations Agreement

(must be signed/dated and submitted with application)

The Food Vendor Operations Agreement is a new attachment for our 2012 application and is put in place to remind food vendors of our basic rules for operation during the Custer's Last Stand FoodFest. After reading each item, please initial to indicate that you have read and agree. These are not optional. All must be initialed. We will not honor incomplete applications.

The Festival determines operating rules and procedures based on our permits and regulations set forth by city ordinance, to provide a cohesive well-managed event, to provide for the safety and protection of attendees/participants and to protect the public space from undo harm or damage. The Festival expects all vendors to observe the operating rules.

As a food vendor at Custer's Last Stand FoodFest, I understand and will adhere to all operating rules and procedures as listed/initialed below and other regulations that may be determined at a later date:

- My booth will be open for business during all hours as set by the Festival. _____
- This is an outdoor event. It is my responsibility to prepare for weather contingencies. The Festival determines at what point booths may need to close. _____
- If using a tent, I will attached sufficient weight on all corners of my tent to prevent my tent from becoming a danger in high winds. I want to protect my investment, the investment of other vendors around me and protect the safety of the public, fellow exhibitors, Festival staff, etc.
- Load-in is on Friday evening before the festival. I will adhere to times and instructions in order to help with an orderly set-up. _____

- I will pick-up/clean-up around my booth space before leaving the Festival on Sunday evening. I will follow the rule of “leave it better and cleaner than when I found it”. _____
- I understand fees help the Festival in the overall production of the event. If I need to withdraw from the Festival, I will do so in writing prior to May 15, 2012. The Festival will retain the \$100 application fee. I understand that after May 15, there are no refunds. _____
- I agree to comply with the conditions set forth in the City of Evanston Health regulations. I understand that the City is ensure the health and safety of me, my fellow vendors, the public, Festival Staff, etc. _____
- I understand that the menu items listed on my application are the only items I will be permitted to sell at the festival. _____
- I understand that I will clearly post the signs and prices for my three menu items for everyone to see. _____

Print Name

Signature

Date

14. Ready to submit your application?

Make sure you have all the following items (incomplete applications will not be accepted):

- _____ Completed application with payment to Custer Fair
- _____ Food Vendor Operations Agreement
- _____ Certificate of Liability Insurance & Additional Insured Certificate
- _____ Completed Electrical Worksheet and Order Form
- _____ Completed Clean-up Form and Deposit Check payable to Custer Fair
- _____ City of Evanston Temporary Business License and Food Service Application and Permit Fee, payable to **“City of Evanston”**

Fully complete and return this form and send the above forms and fees to:

Custer Street Fair

PO Box 6013

Evanston IL 60204-6013

Checks are payable to: Custer Fair except for City of Evanston permit fee

Checks returned for insufficient funds will result in a \$50 processing fee, plus bank charges. Invalid or rejected credit card charges will also result in a \$50 processing fee.