



Bolingbrook

a place to grow

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Recycled For A Better Environment



Dear Food Vendors,

The Village of Bolingbrook will be hosting the "Bolingbrook Jubilee" from Friday, August 18 to Sunday, August 20, 2017. The event is organized by the Bolingbrook Jubilee Committee and will be held in the park behind Town Center at 375 West Briarcliff Road (three blocks west of Route 53).

Major entertainment will be featured on the main stage each night. Adding to the festivities will be a carnival and bingo tent, children's entertainment, craft show and classic car shows.

Each vendor will be allowed to sell a maximum of four food items (the fourth item will be chosen by the Committee from your listed Alternate Items (no extra last minute items will be allowed at the event without approval by the Committee); 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. Vendors may not sell carbonated drinks. All prices must be clearly posted. *(Food vendors who have proper signs posted with item and price always sell better than those that hand write a piece of paper with item and prices.)*

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 the disposal of grease - vendors must bring their own containers and take them away.

Please refer to the vendor 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 standards set by the Health Department will not be allowed to open.

Applications and checks from past participants must be **received on or before June 15, 2017**. Past vendors must call Kathy at 630-272-6722 or email (kathyd@bbcca.org) **by June 01, 2017** to let her know you will be participating. All new applicants must fill out an application and return by June 25th to be considered, and you will be contacted on or after July 1, 2017 to let you know that we have an opening and that you are being considered. Final selection of food vendors and their product is solely up to the Bolingbrook Jubilee Committee. Sorry we do not allow self contained Food Vehicles, you must use our 10x10 health department approved space. Limited spaces are available.

The Jubilee Committee looks forward to your participation in Bolingbrook Jubilee 2017.

Sincerely,

Kathy Donnelly, Food Vendor Chairperson
Bolingbrook Jubilee Committee



TREE CITY USA

A Community of 74,000

RULES AND REGULATIONS**BOLINGBROOK JUBILEE - 2017**

Friday,	August 18, 2017:	Hours:	6pm - 11:00 pm
Saturday,	August 19, 2017:	Hours:	Noon - 11:00 pm
Sunday,	August 20, 2017:	Hours:	Noon - 10:00 pm

1. All set up must be accomplished between 10:00 am and 4:00 pm on Friday, August 18th.
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 be allowed to sell a maximum of FOUR (4) food items (the fourth item will be chosen by the Committee from your listed Alternate Items. 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. 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 Charity Organization only. Vendors may not sell carbonated drinks of any type.

3. All food spaces will open and close per the following schedule:

Friday,	August 18, 2017:	Hours:	6pm - 11:00 pm
Saturday,	August 19, 2017:	Hours:	Noon - 11:00 pm
Sunday,	August 20, 2017:	Hours:	Noon - 10:00 pm

4. All allocated space (10 feet by 10 feet serving area and 5 feet by 10 feet work area) **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.*** The area must be kept clean and orderly at all times. 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; our cleaning crew will remove them to the dumpster. The vendor further agrees to allow for the proper storage of all meat and dairy or any food items that need refrigeration; 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 as a vendor, 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 20, 2017, and before 9:00 am Monday, August 21, 2017.** All table and chairs must be stacked in your respective area and your space must be left clean at the end of the event.

A \$200 deposit per space is required, payable in a separate check from the space fee. Deposit checks will be returned within 10 days of the festival's close, upon receiving verification from our break down crew that the vendor's space was not in need of clean up or repairs. Any repairs or cleaning needed, will be deducted from the deposit check; any amount over the deposit check will be billed to the vendor.

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

If you have any questions, please contact Kathy Donnelly, Jubilee Committee at 630-272-6722 or email her at kathyd@bbcca.org.

Please make your two checks in the amount of \$500.00 and \$200.00 (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
375 W. BRIARCLIFF ROAD
BOLINGBROOK, ILLINOIS 60440**

Application & Check deadline is June 15, 2017 for past participants. Additional new vendors will be contacted after July 1, 2017, so be sure to fill out application and send in to be considered.

Applications and Insurance Certificates can be in pdf format and emailed to kathyd@bbcca.org.

**Past Participants need to Call or Email Kathy
to let her know you will be participating by June 01, 2017**

VENDOR CONTRACT & APPLICATION

The Vendor hereby agrees to participate in Bolingbrook's Jubilee and to abide by all rules and regulations set forth by the Bolingbrook Jubilee Committee.

Space Request:

I wish to participate. Enclosed with this application is my check made out to "Village of Bolingbrook" for \$_____ which represents the fee for #_____ space(s) at the festival. Also enclosed is another check made payable to the "Village of Bolingbrook" for \$_____, which represents a \$200 deposit per space. **A deposit check shall be in the hands of the Bolingbrook Jubilee Committee by June 15, 2017** for contract to be accepted by the Committee (vendors selected after June 25th have until July 1st).

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 July 01, 2017**, for contract to be accepted by the Committee (vendors selected after July 1st have until July 15th).

Electrical Requirements:

I will require electric: ___ Yes ___ No If yes, how many total amps(not volts or watts)? _____

You will be supplied with **ONLY** forty (40) amps of 110 volt service; 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 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 serve basis.

Please list your electrical requirements (including the amount of amps *not volts or watts*) in detail here:

Item: _____ Amps: _____

Item: _____ Amps: _____

Item: _____ Amps: _____

Item: _____ Amps: _____

Need 5'x10' cooking area? ___ Yes ___ No

If yes, please describe intended use:

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

Describe and list foods to be sold. Each vendor is limited to four food items and one non-carbonated beverage if you choose to sell one. The Jubilee Committee must approve all items to be sold first.

Item 1: _____

Item 2: _____

Item 3: _____

Item 4: _____

List three alternates in case of duplication:

Alt 1: _____

Alt 2: _____

Alt 3: _____

Non-Carbonated Beverage if you choose to sell one:

Item 1: _____

Limited Spaces Available and we reserve the right to limit vendors to one space.

Number of 10'x10' spaces _____ x \$500.00 each = \$ _____

Number of 10'x10' spaces _____ x \$200.00 deposit = \$ _____

Total Submitted = \$ _____

The undersigned agrees to participate in Village of Bolingbrook's Jubilee 2017 on August 18, 19 & 20, 2017. Applicant agrees to abide by all 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 July 15, 2017 for all participants.

Please type or PRINT LEGIBLY

NAME OF VENDOR: _____

NAME OF CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **Zip Code:** _____

PHONE (required): Day) _____ **Evening)** _____

EMAIL (required): _____

I hereby agree to abide to obey all rules, regulations and agreements set forth by Bolingbrook's Jubilee Committee.

AGREED TO AND ACCEPTED BY: _____

Signature

DATE: _____

OFFICE USE	OFFICE USE	OFFICE USE
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Space Fee Check Number: _____ Deposit Check Number: _____

Insurance received: _____ Date application received: _____

RETURN PAGES 4 & 5 WITH SPACE FEE, DEPOSIT CHECK AND INSURANCE CERTIFICATE