

HEGEWISCH FEST 2024

SAT, AUG 3RD – 11:00 AM to 10:00 PM

SUN, AUG 4TH – 12:00 PM to 7:00 PM

13323 S Green Bay Ave, Chicago IL 60633

FOOD VENDOR APPLICATION

HEGEWISCH BUSINESS ASSOCIATION

Vendor Information

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Cell Phone: _____

Email: _____

Website: _____

City of Chicago Business License Number: _____

Sales Tax Number: _____

Festival Sanitation Certificate (copy attached): _____

Health Department Inspection: _____

City of Chicago Application (copy attached): _____

Business Representative: _____
(Please Print)

Business Representative: _____
(Signature)



Food Vendor Fees

If registered by **MONDAY, JUNE 3RD** :

- \$75.00** City of Chicago, per vendor application fee
- \$300.00** Hegewisch Business Association fee*

If registered by **TUESDAY, JUNE 18TH** :

- \$75.00** City of Chicago, per vendor application fee
- \$350.00** Hegewisch Business Association fee*

If registered by **WEDNESDAY, JULY 3RD or LATER** :

- \$75.00** City of Chicago, per vendor application fee
- \$400.00** Hegewisch Business Association fee*

***INCLUDES \$100 REFUNDABLE SECURITY DEPOSIT**

HBA OFFICE USE									
PAYMENT METHOD									
Cash:	\$ _____								
Check:	# _____								
Payable to: <u>Hegewisch Business Association</u>									
\$35 fee for all returned checks for nonpayment									
Credit Card:	<table style="width: 100%; border: none;"> <tr><td>Visa</td><td>_____</td></tr> <tr><td>MasterCard</td><td>_____</td></tr> <tr><td>Discover</td><td>_____</td></tr> <tr><td>Amex</td><td>_____</td></tr> </table>	Visa	_____	MasterCard	_____	Discover	_____	Amex	_____
Visa	_____								
MasterCard	_____								
Discover	_____								
Amex	_____								
Please call HBA office with credit card information									
(7 7 3) 4 3 7 - 3 6 8 0									
PAYMENT RECEIVED: _____									
(Date)	(HBA Initials)								

City of Chicago Fee: (Non-refundable)

The HBA and the City of Chicago need to be listed as an Additional insured on your liability insurance.

**Please complete: SPECIAL EVENT FOOD SINGLE EVENT LICENSE APPLICATION - or -
SPECIAL EVENT FOOD TRUCK SINGLE EVENT LICENSE APPLICATION**

Hegewisch Business Association Application Fee: (Non-refundable)

If you are a current HBA member, there is NO FEE.

Please complete: HEGEWISCH FEST 2024 - FOOD VENDOR APPLICATION.

Security Deposit: (Refundable)

The following criteria must be met for the \$100.00 Security Deposit to be refunded: attendance at fest, area is free of all debris at the end of fest, use of tickets only - no cash transactions.

Festival Sanitation Course: (Non-refundable) All vendors are required to have someone on their staff who has taken the Summer Festival Food Vendor Sanitation Seminar and has the Summer Festival Food Vendor Certificate.

IN PERSON

HBA WILL SCHEDULE IN PERSON COURSE TO BE HELD AT THE HEGEWISCH COMMUNITY CENTER.

The SafeDining Association – www.safedining.com

Fee: \$35.00

ONLINE via ZOOM

Sanitized On Safety – www.sosafefoods.com

Fee: \$50.00

Illinois Restaurant Association - www.illinoisrestaurants.org

Fee: \$40.00 (IRA Member), \$45.00 (Non-Member)

Class Time: 10:00am - 12:30 pm

Class Dates: **APRIL**

Tue, Apr 16th, 2024

Thu, Apr 29th, 2024

MAY

Wed, May 8th, 2024

Wed, May 15th, 2024

Thu, May 23rd, 2024

Wed, May 29th, 2024

JUNE

Wed, Jun 5th, 2024

Wed, Jun 12th, 2024

Thu, Jun 20th, 2024

Thu, Jun 27th, 2024

JULY

Wed, Jul 3rd, 2024

Wed, Jul 10th, 2024

Fri, Jul 19th, 2024

Food Vendor Requirements

- Vendor agrees to hold harmless **Hegewisch Business Association** from any and all claims, demands, suits, damages, liability, loss, expenses and attorney fees which may arise out of any action of failure to act of the applicant (Vendor) or any of its employees, representatives, or assignees including but not limited to, claims and hold **Hegewisch Business Association** harmless from all claims and liabilities.
- The applicant, agent, employee, or assignees shall not hold the **Hegewisch Business Association** or Property owners, City of Chicago or Management accountable for or liable in case of fire, water, venue utility disruption and other acts of GOD or any accident or loss.
- Vendor is responsible to carry all liability insurance for personal property, public liability, and personal injury.

Food Vendor Responsibilities

- Vendors **can begin setting up at 6:00 am** and **must be completed by 10:00 am.**
- They will need to furnish all their own supplies including tents (maximum 10' x 10'), tables and chairs.
- Electricity will be limited. Offsite cooking, charcoal, or gas grill cooking and generators are allowed.
- **All pricing needs to be in increments of \$1.00.**
- **All sales at the booth must be in the form of tickets.**
- **No cash will be accepted at any food vendor location.**
- Cancellations: **NO REFUND IS RETURNED UNLESS EVENT IS CANCELED prior to the event. The Hegewisch Business Association is not allowing for rain days or Unforeseen City Enforced Closures.**
- If the vendor fails to show for the event, all fees are forfeited.

I have read and agree to abide with all "Vendor Requirements and Responsibilities" listed in this application.

Vendor (Print, Sign and Date): _____

SUBMIT APPLICATION AS FOLLOWS:

Hand Deliver: Office Hours: Monday - Friday, 10:00 am - 3:00 pm
 USPS Mail: Hegewisch Business Association, 13323 S Green Bay Ave, Chicago IL 60633
 Email: hegewischba@gmail.com

CONTACT:

Sharon Podgorny, HBA Office Manager
 Office: (773) 437-3680
 Mobile: (773) 213-3512
 CALL -or- TEXT EITHER NUMBER