



2011 Food Vendor Application

Application Deadline August 12th, 2011

Number of Spots Available: 6-8

Grab a few bites, beers, and boogie to the sounds of effervescent grooves by over 150 artists filling the autumn air at the Hyde Park neighborhood. The 5th annual Hyde Park Jazz Festival offers a full day of free, nonstop jazz. Some of Chicagoland's greatest jazz musicians come to Hyde Park to unfold their musical talent at selected indoor landmark cultural and artistic venues, including outdoor venues, such as the University of Chicago. Previous venues include the DuSable Museum, Hyde Park Art Center, and Frank Lloyd Wright's Robie House.

Taking its first steps in 2006, a group of Hyde Park residents put together a jazz festival, hoping to build up some fanfare in their storied neighborhood. The Jazz Festival is a partnership program with the University of Chicago, in hopes of promoting the community's arts and culture.

Benefits the Hyde Park Alliance for Arts and Culture

HyPa, the Hyde Park Alliance for Arts and Culture, is a nonprofit organization dedicated to promoting Chicago's mid-South Side as one of Chicago's premier cultural destinations. Founded in 2009, HyPa is a powerful voice for arts and cultural organizations in the greater Hyde Park community. The Hyde Park Alliance for Arts & Culture seeks to enhance cultural opportunities in the greater Hyde Park area of Chicago, showcase local cultural institutions and artists through community events, support arts in the larger Chicago community and promote the greater Hyde Park community as a vibrant and attractive cultural destination.

Hyde Park Jazz Festival

September 24th & 25th, 2011

1130 Midway between Ellis & Woodlawn, Chicago, IL

Saturday from 12:00 pm to 10:00 pm and Sunday from 12:00 pm to 8:00 pm

OFFICE USE ONLY

Vendor #: _____

Date Received: _____

Accepted _____ Rejected _____

Applicant Information

Business Name: _____

Owners Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work Number: _____ Cell Number: _____ Fax Number: _____

E-mail Address: _____ Web Address: _____

Federal Tax Id Number or Social Security Number: _____

* Federal Tax ID Number or Social Security Number is required for sales tax purposes and must be included to complete application.

Your application will be considered only if the following items are complete

Enclose total FEE made payable to Hyde Park Alliance for the Arts & Culture

Sign, date, and complete the entire application - include all additional licenses and applications required by municipalities.

Include a separate check for **Food Vendor Deposit** - made payable to **StarEvents**

Submission of your application implies agreement to our terms and conditions outlined throughout the application.

Select Your MAIN Food Category

Please Check ONLY One Box

<input type="checkbox"/> American	<input type="checkbox"/> Greek	<input type="checkbox"/> Asian	<input type="checkbox"/> Italian	<input type="checkbox"/> BBQ
<input type="checkbox"/> Latin	<input type="checkbox"/> Polish	<input type="checkbox"/> German	<input type="checkbox"/> Mexican	<input type="checkbox"/> Desserts

This application must be complete for consideration and received by our office by the deadline listed above. Incomplete applications will not be considered and may be returned without space reservation.

Product Descriptions and Pricing

List and describe each main food item you propose to sell and their prices. Please be very specific, attach a separate sheet if necessary. Side items also need to be listed and described on application and clearly noted with pricing. StarEvents will review and approve all items in advance of the Festival. Food Vendors can offer up to 4 main items and 3 side items that are included with their booth fee. Additional items are available for an additional fee.

Restaurant selection will be carefully evaluated in regards to Menu Items. StarEvents management team retains full control as to acceptance of a food vendor or which specific menu items proposed are accepted or rejected. Applicants will not be able to alter the approved menu once accepted.

All items should be listed with the standard name as used by the general public and not a specialized or brand name.

Main Items

- 1). _____ Price: \$ _____
- 2). _____ Price: \$ _____
- 3). _____ Price: \$ _____
- 4). _____ Price: \$ _____

Side Items

- 1). _____ Price: \$ _____
- 2). _____ Price: \$ _____
- 3). _____ Price: \$ _____
- 4). _____ Price: \$ _____

Additional Main Items (For an additional fee of \$150 per item)

- 1). _____ Price: \$ _____
- 2). _____ Price: \$ _____
- 3). _____ Price: \$ _____
- 4). _____ Price: \$ _____

Participant agrees to sell only those items that get approved on application. Approved items will be outlined in the confirmation letter. No items will be allowed for sale without advance consent from Hyde Park Alliance for the Arts & Culture and StarEvents.

Note: Applicants are encouraged to apply early. Hyde Park Jazz Festival has limited space and will sell out in 2011. We have reduced the number of food vendors that will be allowed so to enhance the experience for our preferred vendors.

Event Fees: \$995

INCLUDED in Fee:

- White Canopy (10x10) Included
- Temporary Food License Included ----- (Temporary Food License)
- 10' Front Counter Included
- Booth & Pricing Sign Included ----- (Includes Business Logo)
- Side Walls Included
- Electrical Service Included ----- Up to 4 - 110v Outlets (20 amp service)
- Portable Sink Included ----- Shared with Adjacent Vendor
- Additional Food Items @ \$150 Each \$ _____
- Additional 20 Amp Circuits @ \$50 Each \$ _____
- 220v Circuit Service @ \$125 Each \$ _____
- Tables # @ \$25 Each \$ _____
- Chairs # @ \$10 Each \$ _____
- Late Registration is applying after **August 12th, 2011** @ \$50 \$ _____

Total Amount Due \$ _____

Food Vendor Deposit of \$200 is Mandatory. The deposit is for cleaning, equipment rentals, and other maintenance issues. Deposit checks will be returned within 30 days after the event if the criteria set forth is met.

Include Separate Deposit Check - Made Payable to: StarEvents

Method of Payment

Please specify payment type by checking the appropriate box below. Payments will **NOT** be accepted onsite.

Check Money Order Credit Card

Account Number: _____

Expiration Date: _____ CVS Code: _____

Name as it Appears on Card: _____

Billing Address: _____

Make Check or Money Order Payable to: **Hyde Park Alliance for the Arts & Culture**

**Please send your completed application, fees, deposit, description, and other information to:
StarEvents, LLC, 1609 W. Belmont Avenue, 2nd Floor, Chicago, IL 60657**

Note: Faxed and e-mailed applications will NOT be accepted

Agreement

The above mentioned participant hereby submits this application for participation in Hyde Park Jazz Festival. By signing the application the Participant accepts and agrees to all the terms and conditions contained in each page of this agreement. Return this agreement and the required materials to StarEvents. Keep a copy of the agreement for your records.

Signature: _____

Print Name: _____

Date: _____

The signature above provides StarEvents with the ability to process payment and charge all appropriate fees - as outlined above.



Terms & Conditions

IMPORTANT: Please read all of the requirements, rules, and regulations and understand that all terms and conditions need to be adhered to in order to participate. StarEvents retains the right to control all aspects of the event and can remove any participant that does not abide by the terms and conditions contained herein.

The Participant hereby submits this application to receive onsite rights in a food, specialty, or beverage category for the Hyde Park Jazz Festival ("Hyde Park Jazz Festival") to be held on September 24th & 25th, 2011. By submitting this application, the Participant acknowledges that its application may be accepted or rejected by StarEvents, (StarEvents, LLC) in the exercise of its sole discretion and that, if this application is accepted, participation will be subject to the terms and conditions contained herein. * Application Deadline: August 12th, 2011

Event Details

Hyde Park Jazz Festival is a community festival produced on behalf of Hyde Park Alliance for the Arts & Culture "Hyde Park Alliance for the Arts & Culture". This Event is a fundraising activity for purpose of supporting Hyde Park Alliance for the Arts & Culture and their mission and objectives. Proceeds will be used for local development and community outreach programs. Hyde Park Jazz Festival will take place at 1130 Midway between Ellis & Woodlawn, Chicago, IL. StarEvents and the Hyde Park Alliance for the Arts & Culture shall have the right to control all aspects of Hyde Park Jazz Festival.

The Participant desires to participate in Hyde Park Jazz Festival by providing food and/or beverage to our general public. If the Participant's Application is accepted by StarEvents, LLC, the Participant agrees to offer only those items approved on the application, no other menu items will be permitted without prior written consent from StarEvents, LLC.

Preference Statement

All food vendor applicants must submit a completed application. Applicants that submit prior to deadline and include total payment will be given preferential status. All materials must be included when submitting application, including; signed and dated application, a certified check, cashier's check, or money order for total amount due, a current Health Inspection Report, a copy of Liability Insurance Policy - naming Hyde Park Alliance for the Arts & Culture and StarEvents as additionally insured, a copy of your preferred menu and pricing, and other related materials.

Vendors may receive preference if health conscious items and/or **theme appropriate** items related to the event are included. Food Vendors should remain and represent one ethnic discipline (i.e. Greek, Italian, Asian) ONLY in their submitted menu. Best value pricing will be considered as food vendors are selected.

Hours of Operation

The Participant agrees to remain open for business between the hours of Saturday from 12:00 pm to 10:00 pm and Sunday from 12:00 pm to 8:00 pm. All participants will agree to remain open for the duration of the event hours. Exceptions for hours of operation may be available and need prior approval by StarEvents. Please notify us 30 days in advance if you foresee a need to close your operation in advance of the close each day.

Set-Up Operations

Participants may arrive for setup at **6:00 am on Saturday, September 24th.**

The Participant shall remove all vehicles and other items used in conjunction with setting up for event at least one (1) hour prior to the start of the event. The participant will forfeit the assigned space if unoccupied on Saturday, September 24th at 11:00 am and Sunday, September 25th at 11:00 am.

General Policies

The Participant agrees to conduct its business in a manner most likely to enhance the success of Hyde Park Jazz Festival and the reputation of StarEvents, LLC and the Hyde Park Alliance for the Arts & Culture. In the event that StarEvents, LLC shall determine, in the exercise of its sole discretion, the Participant is acting in a manner detrimental to Hyde Park Jazz Festival, StarEvents, LLC or the Hyde Park Alliance for the Arts & Culture, StarEvents may expel the Participant from Hyde Park Jazz Festival, and the Participant shall forfeit its entry fee.

The Participant agrees to not sell or distribute merchandise that includes the event logo, the term "Hyde Park Jazz Festival", or any other likeness associated with our event without prior written consent of StarEvents, LLC.

Acceptance

StarEvents, LLC shall notify the Participant whether its application has been accepted or rejected. StarEvents may assist with, and fill out select licenses for this application. In the event that the Participant's application is rejected, the entry fee will be refunded. StarEvents, LLC does not guarantee exclusivity to any Participant, nor has the Participant relied upon any representation or guarantee of StarEvents, LLC regarding the revenues to be generated by the Participant.

Application Deadline: August 12th, 2011

Applications received by August 12th, 2011 will be considered for acceptance to Hyde Park Jazz Festival and will receive confirmation on or before August 26th, 2011. Any applications received after August 12th, 2011 but before September 9th, 2011 may be considered for acceptance to Hyde Park Jazz Festival. Those applications will need to include a \$50 late application fee. Those applications will receive confirmation notice after application is processed is complete.

Refunds

Refunds for booth fees paid in full or part will be issued a full refund of the amount received, minus a \$50.00 processing fee, if the request is made in writing such as an e-mail, fax or certified mail on or before 21 days prior to the festival. Refund requests made by phone, fax, e-mail or certified mail after 21 days prior to the festival will not be processed and are ineligible for a refund in whole or part. Refunds will not be issued for Hyde Park Jazz Festival if the participant is dismissed, booth spaced is forfeited, or participant is in violation of any of the Terms and Conditions.

Dismissal from Event

In the event the Participant is dismissed from Hyde Park Jazz Festival, they will be asked to vacate booth space immediately, take all belongings and may not be allowed to participate onsite for the remainder of the Event. Participant may be dismissed or removed from Hyde Park Jazz Festival if found to be in violation of any Terms and Conditions.

Legal Department

The Participant shall comply with all local, federal, state and municipal laws and ordinances in the operation of its booth during Hyde Park Jazz Festival and shall insure its merchandise against loss by theft or damage. The Participant hereby releases StarEvents, LLC and the Hyde Park Alliance for the Arts & Culture, its officers, directors and members from any and all claims for, and agrees that StarEvents, LLC and the Hyde Park Alliance for the Arts & Culture, its officers, directors and members shall have no responsibility for, personal injury sustained by the Participant, its agents or employees, or damage to, or loss or destruction of, the Participant's property.

The Participant further agrees to indemnify and hold StarEvents, LLC and the Hyde Park Alliance for the Arts & Culture, its officers, directors and members harmless, from and against any and all claims for personal injury, damage to property or theft occurring in or about Hyde Park Jazz Festival area, whether to the Participant, its agents or employees or any third party, caused in part or in whole by the participation of the Participant in Hyde Park Jazz Festival.

Menu Items

Food Vendors must clearly list the 4 main menu items and the specific pricing for all items they intend to sell at Hyde Park Jazz Festival. Some examples of main items are hamburgers, hot dogs, funnel cakes and brats. Side items must also be clearly noted in the application and cannot exceed 3 items. Some examples of side items are french fries, onion rings, potato chips and select beverages. Prices **must** be listed on application. Note: Lemonade may be considered a main item.

Additional Menu Items

Food Vendors are able to sell 4 main items and 3 side items included in their booth fee. The selling of additional items is available for an additional fee. Food Vendors must submit a separate sheet listing those additional items along with their prices. All additional items are subject to approval. Payment for additional items must be included with application payment. Participant agrees to only offer the approved items in application. The selling of unapproved items may result in dismissal from Hyde Park Jazz Festival and you will not receive a refund.

Menu Pricing

All menu pricing is subject to approval. Failure to clearly post prices may result in dismissal from Hyde Park Jazz Festival.

Required Materials

Food Vendor applications must be accompanied by a copy of General Liability Insurance naming StarEvents, LLC, and the Hyde Park Alliance for the Arts & Culture as additionally insured, a copy of the 2011 Summer Sanitation Certificate, a copy of your 2010 Health Inspection Report and the completed City Temporary Food License Application. Only complete applications shall be considered.

Changes to Application

If Participant wishes to change their application in any way, they must submit a new application with the changes clearly indicated. Changes will not be allowed via phone, fax or e-mail.

Booth Requirements

If the Participant's application is accepted, the Participant will be assigned a space within Hyde Park Jazz Festival area with the approximate square footage of 10' by 15'. All items, equipment and materials **MUST** fit inside 10' by 15'. No items will be allowed to be positioned outside of the approved area. Sidewalks, walkways and throughways need to remain clear of items for safety reasons.

StarEvents has increased the size of the booths by 5' in an effort to accommodate grills and storage of other materials. Display and storage outside of allocated booth space is strictly prohibited and may cause dismissal.

Additional space may be made available by StarEvents upon receipt of the Participant's application, at an additional cost to be determined by StarEvents, LLC. The location of the Participant's space within Hyde Park Jazz Festival area shall be determined by StarEvents, LLC in the exercise of its sole discretion, and the Participant agrees to accept the space as assigned by StarEvents, LLC. The Participant agrees to conduct its business only within the space assigned by StarEvents, LLC.

Maintenance

The Participant will be solely responsible for the appearance of its space. The Participant shall maintain its space in a neat, clean and sanitary condition during Hyde Park Jazz Festival. Each participant will be required to recycle and dispose of all trash produced by their operation - as directed by StarEvents, LLC. Specific maintenance operations will be provided to all participants at the Event. Grease will need to be removed and disposed of by the participant. StarEvents will notify the participant if a grease disposal receptacle is on site at the event.

Restaurants applying for participation must maintain the highest possible standards in terms of sanitation, food handling, professionalism, and efficiency. Recycling is an important part of the Event. Use of recycling products and materials is preferred.

Equipment and Signage

The Participant is responsible for maintaining and returning all equipment, including; tables, chairs and tents. Food Vendors **MUST** use our rented **WHITE** canopies **ONLY!** Exceptions may be made for select sponsors and other partners with prior written approval.

Participant is responsible for appropriate measures, i.e. sand bags, to support canopy during possible inclement weather. Participant must have a working fire extinguisher in their booth at all times. Also all food vendors must line the floor of their booth with approved materials (cardboard).

Signage (Food Banners)

StarEvents will be producing all of the Main Food Vendor banners for our upcoming season. Controlling the size, height, and number of items on the banners provides a fair opportunity for all participants to create a positive outcome. The clean and balanced look gives our clients the look that they desire while keeping the booths orderly and understandable.

StarEvents will take the items and pricing information on this application to create your signage, that will include the specific verbiage for each item approved. Vendors will **not** be able to tape and or write on the banners. If by chance you run out of something, StarEvents will cover the item, however, you will not **be** allowed to manipulate the banner in any way.

Food Vendor signage will not be allowed to be positioned higher than 10 feet high. We have increased the banner size to be 9' wide by 3' high for this season. Main Food Vendor Banners will be installed by StarEvents in advance of your arrival. Signage can **NOT** be altered onsite.

If you are accepted as a food vendor, a mock up of the banner will be sent for your approval. Any changes to the banner need to be submitted in writing a minimum of 30 days in advance of the festival. No alterations will be permitted after banner is created. If time allows, StarEvents may allow changes to the approved banner and all expenses related to reproduction will be the sole responsibility of the Food Vendor.

Food vendors will be allowed to add additional decorative signage throughout their booth. All additional signage needs to be tasteful and within reason. StarEvents will forward specific parameters for additional booth signage with confirmation letters.

Sound Restrictions

Participant agrees to not have amplified sound of any type within booth. Participant with amplified sound may be asked to vacate space and will not receive a refund. Amplified sound has been determined to create potential conflicts with adjacent participants. Please respect your neighbors

Electricity

Participants will be restricted from using personal generators due to noise, exhaust, and other pollutants that are produced by select power sources.

NOTE: Participants that are found using our electrical sources without prior payment will be removed from the Event and not allowed to participate in future events and will be required to pay a \$250 fee to StarEvents.

Booth Security

The Participant will be solely responsible for any items left overnight in booth space. StarEvents and Hyde Park Alliance for the Arts & Culture are not responsible for any items lost, stolen or damaged in booth space.

Parking

Participants agree to abide by and will be sent clear directions on all parking requirements prior to the start of the event. All vehicles will be directed as to the proper procedures allowed for parking. Note: Select events, within city limits, may be challenging for designated parking.

Specific parking instructions will be sent in advance of the event and outline the preferred methods allowed for vehicle parking. Remote parking may be necessary and participants will need to plan accordingly. Participant's vehicles will NOT be allowed in pedestrian areas until after closing time and permission from a representative from StarEvents, LLC is given.