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March 1st, 2024

Dear Taste of Edison Park Vendor,

The Edison Park Chamber of Commerce will sponsor Edison Park Fest 2024 on **Friday, August 2nd** from 5:00 p.m. to 10:00 p.m.; **Saturday, August 3rd** from 11:00 a.m. to 10:00 p.m.; and **Sunday, August 4th** from 11:00 a.m. to 10:00 p.m.

In past years, this fest has drawn upwards of 30,000 people and is a much-anticipated neighborhood event! In addition to the Taste of Edison Park, the Fest features live entertainment, beer garden, business expo, car show, bingo, carnival rides and much more.

The Food Vendor Packet includes the 2024 Taste of Edison Park Regulations, Booth Commitment Form, Special Event Permit Application and information about Summer Sanitation classes. If you are interested in being a vendor, please send the completed **Booth Commitment Form** along with a check for **booth payment** and **a separate \$250 refundable security deposit** by **July 1st, 2024**.

All other completed documentation, **Summer Festival Sanitation Certificate**, **Certificate of Liability Insurance** (Naming the City of Chicago and the Edison Park Chamber of Commerce as additional insured), **Health Inspection Certificate from a Licensed Kitchen** and the **City of Chicago Special Event Food License Application** is due no later than **July 1st, 2024**.

We are pleased to invite you to participate in the Taste of Edison Park 2024. Please be sure to read the rules and regulations and be prepared to adhere to them as they will be strictly enforced. Submission of your application does not guarantee space. You will be notified when you are accepted.

If you have any questions, please contact Amanda at the Edison Park Chamber office, (773) 631-0063 or amanda@edisonpark.org

We hope that you will join us for another fun and successful Edison Park Fest.

Sincerely,

Amanda Harres
Edison Park Fest Event Organizer

2024 TASTE OF EDISON PARK

BOOTH COMMITMENT

Please return this form to the Edison Park Chamber of Commerce office by July 1st to 6730 N. Olmsted Ave., Chicago, IL 60631.

_____ Yes, reserve a booth space for me at the *2024 Taste of Edison Park*, August 2nd, 3rd, & 4th.

I agree to adhere to the *2024 Taste of Edison Park Regulations* as outlined in the application. Enclosed is my booth payment and refundable security deposit of \$250. **(Booth payment and security deposit must be separate checks. Security Deposit should be postdated to August 2nd, 2024).**

Company Name

Contact Name

Street Address, City, State, Zip

Phone

E-Mail Address

Signature

ALL DOCUMENTATION MUST BE RECEIVED NO LATER THAN JULY 1st OR BOOTH WILL BE FORFEITED.

EDISON PARK CHAMBER OF COMMERCE

2024 Taste of Edison Park

Rules & Regulations

Location: Will be provided to you in your instruction letter prior to festival.

Date & Times:

| | |
|----------------------------------|--------------------------|
| Friday, August 2 nd | 5:00 p.m. to 10:00 p.m. |
| Saturday, August 3 rd | 11:00 a.m. to 10:00 p.m. |
| Sunday, August 4 th | 11:00 a.m. to 10:00 p.m. |

Vendors are required to participate all three days. Vendors who pull out early will forfeit their \$250 security deposit.

Fees: Cost per booth: **\$2,000** - Food Vendors

\$1,500 - Food Trucks

\$1,000 - Additional Booth

\$250 - Security deposit for all

AFTER JULY 19TH, BOOTH COSTS DOUBLE!

****Same pricing as 2023!***

Booth fee includes refuse containers (non-oil), hand washing facilities, City of Chicago Permit Fee, and electrical service. Tents and equipment (including extension cords) are the responsibility of the vendor.

**Security
Deposit:**

A \$250 security deposit must be submitted with the Booth payment and Commitment Form. Participants will **not** forfeit their \$250 security if they adhere to the following:

- 1) Be open for business by 5:00 p.m. on August 2nd, 2024;
- 2) Clean-up around their booth areas during and at the end of each day. Garbage should be taken to the dumpsters as needed throughout the day and all garbage needs to be put in dumpsters at the end of the Fest. **We do not supply garbage bags! DO NOT PUT GREASE IN DUMPSTER OR IN SEWER.**
- 3) Do not damage grounds or plantings (i.e., holes in ground and torn tree limbs);
- 4) **OPEN GRILLS MUST BE LOCATED AT THE REAR OF THE BOOTH AWAY FROM PUBLIC ACCESS!**

Insurance:

Commercial vendors must submit an insurance certificate by **July 1st, 2024** providing product and general liability, which also names the **City of Chicago** and the **Edison Park Chamber of Commerce** as additional insured during Edison Park Fest, **August 2nd, 3rd, and 4th 2024**. Insurance must cover all hours and days that the vendor is present at Edison Park Fest, including hours for set-up and tear-down.

Indemnification:

The vendor agrees to indemnify and hold harmless the **City of Chicago** and the **Edison Park Chamber of Commerce** from any and all losses, costs, damages, liabilities, expenses, and claims, arising from or of, or by reason of, said vendor and its agents, servants and employees, occupying and using the booth and space thereof.

Right to Amend:

The Edison Park Chamber of Commerce will rule on all questions regarding Taste of Edison Park Guidelines and have the sole power to change and/or interpret same. Vendors will be advised of any and all changes in writing.

Booth Dimension: A maximum of **15' by 15'**. If you will exceed these dimensions you will be required to lease two booths.

Booth Standards: **The front counter area will be a serving and cash area only. No food equipment is allowed in the frontage area. NO GRILLS IN FRONT OF BOOTH!!!!**

Booth Set-up: Booth setup will be staggered on **Friday, August 2nd** starting at **12 p.m.** with one group; and **1:30 p.m.** with the next group. The first group is asked to have their vehicle unloaded and off the street to allow for the second group to unload. Food Trucks must be on site by 3pm. Vendors must adhere to the time they are assigned or forfeit their deposit. Vendors must be open for business at 5 p.m. on **Friday August 2nd**. Vendors who are not open for business at 5 p.m. will forfeit their \$250 security deposit. All equipment must remain in festival area until closing on **Sunday, August 4th** unless it can be carried away.

VENDORS MUST UNLOAD THEIR TRUCKS AND THEN REMOVE THEIR VEHICLE TO THE DESIGNATED PARKING AREA. THIS WILL BE STRICTLY ENFORCED - NO EXCEPTIONS! GOLF CARTS ARE NOT ALLOWED.

Booth Supplies: Vendors must provide food, supplies, cooking devices, chairs, tables, fire extinguisher and utensils. Ice and water for steam tables must be supplied by vendor – **DO NOT ASK EDISON PARK MERCHANTS FOR WATER OR ICE.** All items necessary to meet health and other **City of Chicago** code requirements for booth operation. Each booth must be self-contained. You may purchase bags of ice from EPCC at a cost of \$10.00 per bag.

Electric: Electricity will be provided by generators. **BRING EXTENSION CORDS, NONE WILL BE PROVIDED!**

Food Items: There are three exclusive food items per food vendor. Vendors must list their complete menus on the **Chicago Department of Cultural Affairs & Special Events: Special Event Permit Application** describing entrees and side dishes. The Edison Park Chamber of Commerce reserves the right to select what foods will be served. No food items may be added or substituted after Edison Park Fest opens. Vendor will be asked to remove that item from their menu.

Alcoholic Beverages: No alcoholic beverages shall be dispensed other than by the liquor license holder, **Edison Park Chamber of Commerce**, approved by the State of Illinois. Any vendor selling alcohol without permission will be asked to leave the festival immediately.

Water: **WILL BE THE RESPONSIBILITY OF THE VENDOR.** Food vendors should bring water. Food vendors are not allowed to get water from nearby businesses. Each vendor should have a minimum of 5-gallons on hand per day.

Clean-Up: Participants are required to clean-up around their booth area at the end of each day and as needed during the day. Debris may be disposed of in the waste containers located throughout the Fest site. Participants who fail to clean their booth area will forfeit their \$250 security deposit. **USED GREASE MUST BE HELD IN A SUITABLE CONTAINER AND TAKEN WITH VENDOR AND DISPOSED OF PROPERLY. VENDORS POURING GREASE DOWN CITY SEWERS WILL BE ASKED TO LEAVE IMMEDIATELY.**

Recycling: Vendors are encouraged to recycle with separate containers for aluminum, glass, cardboard.

Glass: No glass containers are allowed for distribution to the public.

Open Cooking: Only steam tables, warming ovens and fryers will be allowed under the tents. Any cooking done on stoves or on charcoal grills must be done behind the vendor's designated booth space. In such cases, vendors must provide a protective barrier. All cooking equipment with open flames must be located at least 10-feet from the tent.

Health & Fire Departments: Please be prepared in the event that you are inspected by Health or Fire Departments.

All vendors with fryers, charcoal grills and cooking equipment shall provide one **fire extinguisher 10-pound ABC dry chemical**. Report any fires immediately to 9-1-1.

All propane, CO2, and helium cylinders shall be secured with a stake and chain. Propane tanks must be at least five feet outside the tent.

When using charcoal to cook, safety precautions are to be taken. **Vendor shall provide special barrels for dumping grease and coals.** Do not dump these items anywhere except in the authorized containers.

Extension cords are to be **S-O listed** for outdoor use, minimum **12-gauge** and **grounded**. All extension cords are to be protected from physical damage and must be appropriately secured to the floor perimeter of the interior of the booth. Plugs are to be above ground to protect from water.

No children under the age of 12-years will be allowed in the cooking areas for health and safety reasons.

Participants dispensing food and/or beverages must comply with the **City of Chicago's** sanitary requirements and regulations. A **Summer Festival Sanitation Certificate** will be required with your application and fees.

Sales Tax: The vendor is responsible for reporting and paying sales tax on all sales.

Security: The Edison Park Chamber of Commerce does provide overnight security. **PLEASE DO NOT LEAVE CASH OR EASILY REMOVABLE VALUABLES OVERNIGHT.** The Edison Park Chamber of Commerce and the City of Chicago take no responsibility for valuables left overnight.

Dismantling: All equipment and vendor property must be removed by 12 a.m. on **Monday, August 5th, 2024.**