

# **Custer's Last Stand**

## **FoodFest Application 2010**

# 2010 Custer's Last Stand FoodFest Application

Evanston's 38th annual Custer's Last Stand Festival of the Arts will be held Saturday June 19 and Sunday June 20, 2010. The Food Fest is a major attraction at the fair, hosting over 70,000 visitors. It is held in two primary areas: between Main St. and Washington St. on Chicago Ave., and between Washington St. & Madison St. on Custer Ave.

We appreciate your interest in participating in the Fair. The following guidelines will help you to apply and have a successful experience.

## **Eligibility**

Private businesses, not-for-profit organizations and individuals are eligible to apply. The FoodFest Committee will select vendors based upon criteria, providing a wide variety of ethnic and gourmet foods, not generally available to the public.

## **Physical Facilities**

The vendor must provide all equipment necessary for food service. At a minimum, each booth shall comply with the City of Evanston regulations detailed in the enclosed Evanston Health Dept. "Temporary Food Packet."

## **Festival Hours**

Food concessions must be open at all times during the hours of the Fair:

- 10 am to 7 pm at the Custer Ave. site
- 10 am to 9 pm at the Chicago Ave. site

Setup time will be on Friday evening, with specific details in the exhibitor's acceptance packet.

## **Fees**

The fees are listed below. There is an additional fee of \$150 for Vendors on Chicago Avenue, which stay open four additional hours. These booths are in the Jazz Stage area. Food booths are in high demand, so apply early!

- **For movable carts such as: popcorn, pretzel, ice cream tricycles, etc. ....\$300.00**
- **For 10' x 10' spaces, ice cream trucks, stationary wagons & carts, etc. ...\$800.00**
- **For 16' x 16' space.....\$950.00**

## **Health Department**

In addition, all vendors need to register with the City of Evanston Health Department. Forms are enclosed for you to fill out and send with your permit fee of \$103.00. All Evanston Health Department applications and fees must be sent to the Custer Fair Office.

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

### **Electricity**

Electricity is generally available in 120v, 30 amp mode only. In all cases if you are using electricity you need to have an electric panel or board with outlets attached to the booth and elevated off the ground. There is a \$300 fee for electricity. If you require additional service (i.e. 220v or higher amperage), an additional fee will be determined by the contractor.

All equipment must comply with City of Evanston regulations and fire codes. No refunds if electricity is denied because of faulty equipment or failure to meet Health Dept. standards. **Generators are not allowed in Evanston!**

### **Insurance**

You are required to submit proof of insurance and to include Evanston Festival Theatre, Inc. as “additional Insured.” We must be listed as:

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

Include a copy with your application, or your insurance company may fax proof of insurance to: 847-328-2295.

### **Clean-up**

A cleanup deposit of \$300 is required with each application. Sign the cleanup Form and return it with a separate check with your application. You are responsible for grease removal. The deposit check will be returned to you upon proof of satisfactory cleanup.

### **Parking**

By order of the City of Evanston, you must either purchase parking from Custer Fair or provide proof of your parking arrangements.

### **Menus and Signs**

You are allowed **3** menu items. Beverages are not included in the three item limit, however, smoothies are considered a food item. **No lemonade** drinks are allowed.

By order of the City of Evanston, 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 on your application. Failure to comply will result in the immediate closure of your booth and dismissal from Custer Fair.

### **Security**

Security is included in your booth fee. Security means policemen will be on duty overnight on Friday in the food service area and on all streets on Saturday night. Custer Street Fair is not responsible for theft or loss of property.

### **Deadline**

Deadline for the submission of the contract form is **May 1st, 2010**. It is possible to make application after the May 1st deadline, but there is a nonrefundable \$25.00 Late Filing Fee. Acceptance depends on availability of space. We are accepting on a first come first serve basis. When the spaces are filled, we will not accept any more applications. Apply early.

All fees and copies of the necessary business licenses, health permits and insurance guarantees along with the original signed food contract are due in the Fair office by **June 5th, 2010 at the latest**.

The committee will review all proposals received and make their selection based upon the guidelines set forth on the enclosed City of Evanston Food Service Guidelines.

### **Membership**

This \$75 annual membership is good only for the year in which you apply.

Membership benefits include:

- A guaranteed parking place.
- You may retain your same booth space the following year or request a particular booth space. We will honor this request where placement rules permit, provided the space is not already reserved by another member.
- One free Custer's Last Stand T-Shirt.

If you have any questions call: (847) 328-2204

### **Mail your application to:**

Custer's Last Stand  
P.O. Box 6013  
Evanston, IL 60204-6013

### **Contact Information**

Phone: 847-328-2204  
Fax: 847-328-2295  
applications@custerfair.com  
[www.custerfair.com](http://www.custerfair.com)

# 2010 Custer Fair Food Fest Contract Form

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Name of Food Vendor - Business or Individual

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Name of Contact Person Telephone

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Address, City, State, Zip Code

**List all food items you wish to sell with the price of each item. (*Three items only*)**

<u>Item</u>	<u>Serving Size</u>	<u>Price</u>
1.		
2.		
3.		

*Note: SMOOTHIES are considered a "food item". NO LEMONADE drinks are allowed.*

**Fee Assessment**

Booths on West side of Chicago Avenue are 16'x16' only. Booths on East side of Chicago Avenue are 10'x10' only.

Booth Type	Number of Booths	Subtotal
Moveable Carts		
\$300.00 each	x _____	= _____
10'x10' Booth		
\$800.00 each	x _____	= _____
16'x16' Booth		
\$950.00 each	x _____	= _____
Chicago Avenue Late Hours		
\$150.00 per booth	x _____	= _____
<b><u>Subtotal A =</u></b>		_____

**Additional Fees**

Electricity	Amperage draw (please minimize):	= _____
\$300.00		= _____
Membership (optional) - \$75.00		= _____
Late Fee (After May 1 <sup>st</sup> , 2009) - \$25.00		= _____
<b>Subtotal B =</b>		_____

Application Continues on other side.

**Rentals**

All rentals are optional. Vendors are responsible for loss. *A separate check for \$100 is required as a security deposit.* Equipment will be set up by the rental company.

Item	Size	Number	Total
Tent	10'x10'		
\$300.00 each	only	_____	= \$ _____
Table	6' or 8'		
\$25.00 each		_____	= \$ _____
Chair	NA		
\$10.00 each		_____	= \$ _____
<b>Subtotal C =</b>			<b>\$ _____</b>
Subtotal A =			_____
Subtotal B =			_____
Subtotal C =			_____
<b>Grand Total =</b>			<b>_____</b>

**Custer Fair Checklist:**

- Checks payable to: Custer Street Fair. Total enclosed \$\_\_\_\_\_, check # \_\_\_\_\_
- Completed FoodFest Application Form
- Completed Clean-Up Form
- Separate refundable \$300.00 Clean-Up deposit check
- Copy of proof of insurance
- City of Evanston Temporary Business License and Food Service Permit Application
- City of Evanston Application permit fee, payable to City of Evanston

Send ALL these items to:  
Custer Street Fair  
PO Box 6013  
Evanston, IL 60202

**Custer Fair Participant Agreement Statement**

If selected to participate in the 2009 Custer's Last Stand FoodFest, the participant agrees to comply with the conditions set forth in the City of Evanston Health regulations and the Custer Fair Guidelines, failure to do so will result in closure and forfeit of all fees.

Signed: \_\_\_\_\_ Printed Name and Title: \_\_\_\_\_

# 2010 Custer's Last Stand Cleanup Form

Applicants please fill out all spaces marked with \* only and return with your deposit check in the amount of \$300 along with your application.

\*Vendor Name/Business: \_\_\_\_\_

Space Location/Booth Number: \_\_\_\_\_

Rating Scale: A=Acceptable      U=Unacceptable      N/A=Not Applicable

\_\_\_\_ All garbage bagged (including cardboard)

\_\_\_\_ Disposed of grease properly in containers and loaded on truck

\_\_\_\_ 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 cleanup deposit

\_\_\_\_ Will receive only partial refund of the cleanup deposit.

Amount returned: \$ \_\_\_\_\_

\_\_\_\_ Will be charged \$ \_\_\_\_\_ over and above the \$300 cleanup deposit

Comments:

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I agree to abide by the decision of the Custer Street Fair staff as to the condition of my vending space at the 2009 Custer's Last Stand and the assessment and/or payment of any cleanup fees.

\* \_\_\_\_\_  
Signature of Vendor

\* \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Custer Fair Staff

\_\_\_\_\_  
Date