

Gurnee Days 2017 – “Let’s Play Ball”

FOOD VENDOR INFORMATION

***** Please review #3 below for first application review date*****

Dear Gurnee Days Food Vendor Applicant:

Thank you for your interest in the *45th annual Gurnee Days festival*. Please carefully read through this document which outlines pertinent information for food vendor participants. Feel free to contact me with any questions you may have regarding the event.

1. Event Dates

- a. Friday, August 11, 2017, from, 6:00p-10:00p
- b. Saturday, August 12, 2017, from 11:00a to 10:00p
- c. Sunday, August 13, 2017, from 11:00a to 5:00p
- d. No vehicle of any kind will be allowed inside the food vendor court 5:30p – 10:00p on Friday, 10:30a – 11:00p on Saturday. and 10:30a - 5:00p on Sunday.

2. Booth Information and Menu restrictions

- a. Booth space is approximately 12’x14’ and is located on a blacktop surface.
- b. In an effort to execute the safest event, it is mandatory that all booth renters rent a tent through the Corporation. Tent rental is included in your fee.
 - Tents are 10' x 10' square with 12 inch counters on the front and sides, open in the back: 7' ground to canopy height on side and 12' in the center; ground to counter 42" height. Banners and signs must be hung from the piping and secured by zip ties (cannot hang from the tent material). See photo on next page.
- c. The amusement company contract prohibits food vendors from selling the items listed below (unless prior permission has been granted):
 - Funnel cakes
 - Popcorn
 - Cotton candy
 - Corn dogs
 - Nachos
 - Snow cones
- d. The Gurnee Days Corporation reserves the right to choose food vendors based on menu items and best fit for the festival.
- e. The Gurnee Days Corporation reserves the right to limit duplication of some food items.
- f. Vendors must bring all their own equipment/supplies needed to operate their booth including but not limited to tables, chairs, lights, signage, ice and fire extinguisher. Gurnee Park District will provide trash receptacles and trash removal during the event.
- g. Food is sold in each vendor’s individual booth (no food tickets are sold) and vendors are responsible for having adequate change on hand.
- h. Food vendors are permitted a **maximum of 40 amps of electricity**. Additional generators are not permitted.
- i. Booth equipment may remain in the park overnight on Friday and Saturday as security will be on duty from 10:30p to 9:00a the following morning. Please use your own discretion; the Gurnee Days Corporation/Gurnee Park District is not responsible for lost or stolen items.
- j. Vendors are responsible for cleanup around your booth area.
- k. Previous participant *booth location requests are accepted, but cannot be guaranteed.*

3. Applications

Food Vendor Applications, regardless of the date received, will be reviewed at the May 3, 2017 Gurnee Days Corporation meeting. You will be notified mid-May if your application was approved or denied. A letter with final instructions and a map indicating your booth location will be sent by email in early August. Applications received after May 3 will be considered at subsequent corporation meetings provided space is available.

4. Fees

- a. The Gurnee Days Corporation has approved the fee schedule listed below for 2017.

	Early Bird until April 30, 2017			May 1-June 30, 2017 If space is available		
Categorization	Type	Res Fee	NR Fee	Type	Res Fee	NR Fee
Business (fee includes counters)	3-day (Fri-Sun)	\$580	\$630	3-day (Fri-Sun)	\$630	\$680
Not for Profit (fee includes counters)	3-day (Fri-Sun)	\$370	\$420	3-day (Fri-Sun)	\$420	\$470

- b. Mail the fee (**payable to the Gurnee Days Corporation**) and the enclosed application with the signed waiver to: Gurnee Park District, Attention: Sue McDougle, 920 N. Hunt Club Rd., Gurnee, IL 60031.
- c. **Applications sent without payment cannot be processed or considered; do not send incomplete applications.**
- d. **To receive the early bird rate, applications must be stamped “received” by a Gurnee Park District Customer Service Staff Member on or before 5:00p on April 30, 2017. No early bird rates will be granted after that date.**
- e. No refunds will be made after July 15, 2017; all requests for refunds must be in writing.

5. Health Permit and Insurance Information

- a. It is the vendor’s responsibility to obtain the proper health permits from the Lake County Health Department. The applications can be obtained from the Health Department website at www.lakecountyil.gov/health.
- b. All food vendors must provide **proof of insurance** naming the Gurnee Days Corporation and the Gurnee Park District as additionally insured with comprehensive General Liability Insurance including contractual liability coverage, with minimum limits of not less than one million dollars (\$1,000,000) per occurrence, and two million dollars (\$2,000,000) annual aggregate. Insurance certificates must be received by July 15, 2017, or vendor forfeits participation in the festival.

If you have special needs or require additional information, please contact Sue McDougle at 847-599-3767 or via email at smcdougle@gurneeparkdistrict.com.

Sincerely,

Sue McDougle

Sue McDougle
Food Vendor Booth Coordinator
Gurnee Days President 2017



FOOD VENDOR APPLICATION - 2017

In an effort to execute the safest event it is mandatory that all food vendors rent a tent through the Corporation. Vendors will not be permitted to bring their own tent.

*As a reminder: Booth spaces are 10' x 10'. A maximum **40 amps** of electricity is available to food vendors only. Vendors are responsible for bringing tables, chairs, and any other equipment needed for the booth.*

Company/Organization Name: _____

Address: _____

City/State/Zip: _____

Email Address: _____

Phone Number: _____

Contact Person: _____

FEES

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CONFIRMATION AND PAYMENT

TOTAL FEE DUE: \$ _____

Checks should be made payable to: Gurnee Days Corporation - Credit Cards are not accepted.

FOOD BOOTH INFORMATION

List all menu items to be sold: (please note that items listed in 2c above cannot be sold)

Please note that vendors may sell canned or bottled pop and water but must do so at a uniform price determined by the Gurnee Days Corporation. These prices will be communicated in the final instructional packet for approved vendors.

I agree to abide by the rules as outlined in the application letter and understand that all applications are subject to Gurnee Days Corporation approval. I also understand that the Corporation reserves the right to adjust menu items to avoid duplication and will discuss this with applicant prior to granting approval.

Signature Food Booth Applicant

Date

**GURNEE DAYS CORPORATION AND GURNEE PARK DISTRICT
WAIVER AND COMPLETE RELEASE OF ALL CLAIMS**

Pertaining to participation in Gurnee Days, August 11th, 12th, 13th 2017.

The undersigned acknowledges that he/she has carefully read and reviewed the within waiver and release and understands that by signing this document he / she is waiving and releasing any and all claims, causes of action, and rights arising out of any injuries or damages that the undersigned, his / her agents, representatives, heirs, employees, employer, company, and assigns might sustain or suffer as a result of participating in the 2017 Gurnee Days Festival.

On behalf of himself / herself, as well as his/ her agents, representatives, heirs, employees, employer, company, and assigns the undersigned, both individually and in any indicated representative capacity, recognizes and acknowledges that there are certain risks of physical injury as well as financial injury as a participant in the activities of "Gurnee Days" and the undersigned agrees to and does hereby assume the full risk of any and all injuries, including, but not limited to death, damages, and losses of any kind which may be sustained as a result of participating in any and all activities connected with or associated with such participation.

The undersigned does therefore agree to waive and relinquish, and does hereby waive and relinquish any and all claims that may now or hereafter exist or arise or that the undersigned may have or claim to have against the Gurnee Days Corporation and the Gurnee Park District, their officers, agents, servants, and employees as a result of participating in the "Gurnee Days" activities resulting from injuries of any type, including death, damages and losses sustained by the undersigned and arising out of , connected with, or in any way associated with the "Gurnee Days" activities.

The undersigned does further hereby release and discharge the Gurnee Days Corporation and the Gurnee Park District and their officers, agents, servants, and employees of, from, and against any and all claims, losses, damages, causes, and causes of action resulting from injuries of any kind, including, but not limited to death, damages and losses, sustained by the undersigned, his / her agents, employees, servants, heirs or assigns, which may accrue on account of or connected with the undersigned's participation in the "Gurnee Days" activities.

The undersigned does further agree to and does hereby, on behalf of himself / herself, as well as on behalf of his/ her agents, representatives, heirs, employees, employer, company, and assigns, indemnify, hold harmless and agree to defend the Gurnee Days Corporation and the Gurnee Park District together with their officers, agents, servants and employees of, from, and against any and all claims, losses, damages, causes and causes of action resulting from injuries of any kind, including death, damages, and losses sustained or arising out of, connected with, or in any way associated with the "Gurnee Days" activities and the participation of the undersigned, his / her employees, employer, company, partners, agents, servants or assigns therein.

Dated this _____ day of _____, 2017 in Lake County, Illinois

Printed Name: _____

Signature: _____

Organization: _____