

Food Vendor Contract



hosted by Willoughby Western Lake County CHAMBER of COMMERCE

July 20th, 2019
10:00am - 6:00pm
Historic Downtown
Willoughby

10'x10' space \$175 per thru 4/20/19
\$200 per space 4/21/19 thru 6/1/19

Food Truck \$350 per thru 4/20/19
\$400 per space 4/21/19 thru 6/1/19

Food Truck maximum length = 26'

+\$30 for electricity. Water is NOT available.

Payment must be postmarked by June 1, 2019 to confirm location assignment. Total payment due with application.

Setup: 8:00am - 9:30am - Please be ready to serve by 10:00am

Close-down: 6:00pm - Booth must remain open and staffed for the duration of the show

Vendor must provide own signage, own water supply day of show, valid health permit, and proof of insurance.

- **Insurance must include coverage for the Chamber of Commerce**
- All food vendors will be subject to committee approval.
- Duplication of products is at the discretion of the committee. You may be asked to delete or substitute items as a condition of acceptance.
- Applications will be reviewed on a first-come, first-paid basis. All checks returned for NSF are subject to a \$50.00 fee.
- First time applicants must include a digital photo of your booth as set up.
- There are no guarantees on the amount of sales any food vendor will generate.

Additional info: Phone: 440-942-1632 or email at info@wwlcchamber.com

DETACH THIS PANEL AND RETURN WITH PAYMENT CHECK & PROOF OF INSURANCE



Food Vendor Contract

Please print clearly

Contact name _____

Company name _____

Address _____

City _____

State _____ Zip _____

Day or Evening phone _____

mail to:

Willoughby Western Lake County
Chamber of Commerce
Artsfest Committee
28 Public Square
Willoughby, OH 44094

please note:

- **Include proof of insurance**
- All deposits are non-refundable
- All assignments are final
- Event is rain or shine

Email Address _____

Signature (Required) _____

List items to be sold _____

Food Trucks - Serving window: Driver side Passenger side



Check box if electricity required: Must specify the type of electrical connection required.

PLEASE NOTE: You are responsible for bringing all cords and any special electrical equipment required. 110 Volts 220 Volts

CORD COVERS: I understand that I must bring covers for ALL electrical cords. Failure to do so may result in removal from the show.

- Vendors requiring standard 110 volt connection need standard 3-prong grounded plug.
- Vendors requiring 220 volt connection will need a 125/250 volt - 30 amp plug (similar to a Leviton #CS63-65C, see photo).

FOR OFFICE USE ONLY:

Booth Space(s) Fee _____

Electricity: (+\$30)

Total Fees _____

Check # _____

Proof of insurance w/ Chamber coverage



July 20th, 2019
10:00am – 6:00pm
Historic Downtown
Willoughby

Dear Food Vendor:

Thank you for your participation in the **Willoughby Western Lake County Chamber of Commerce - Willoughby ArtsFest** to be held on Saturday, July 20th from 10:00 am until 6:00 pm. Please plan on arriving to set up between 8:00 and 9:30am and be ready to serve your product by 10:00 am. Booth may be closed but not torn down/removed prior to 6pm if you run out of product.

In order to keep the ArtsFest running as smoothly as possible, you must be in compliance with the City of Willoughby rules and regulations. Failure to comply may prevent you from being considered as a vendor for future shows. The ArtsFest committee reserves the right to close your operation the day of the event if the following rules are not adhered to:

- Your **temporary food permit** must be submitted 10 days prior to the ArtsFest to Paul Stromp, at the Lake County General Health Department, pstromp@lcghd.org.
- Vendors are responsible for providing all of your own **extension cords, and protective cord covers**.
- Vendors are responsible for your own **waste product disposal** (e.g. cardboard boxes, empty bottles or containers, waste water, leftover oil from deep frying, etc.) Please take it with you – **DUMPING LIQUIDS OF ANY KIND INTO SEWERS IS PROHIBITED**.
- Vendors must supply any **water** needed for operation. If you are using water hoses, be sure that only food vendor grade water hoses are used. **No water sources are available for your use.**

For those who reserved electricity

- **Electrical usage:** Adapters for 220 line will be available. No “phase 3” plugs are to be used, extension cords are to be a minimum of 12 gauge, they must be #3 prongs, and no connections may be on the ground—they must be elevated. **You are responsible for bringing electrical cords covers to protect attendees from tripping.**

Artsfest volunteers will be at all entry points help direct you to your assigned location.

Ice will be available to purchase at:

Clark Avenue Convenience Store - 4074 Clark Ave., Willoughby • 440-946-5527

WILLOUGHBY FIRE DEPARTMENT FIRE CODE REQUIREMENTS FOR ARTSFEST FOOD VENDORS

- ▶ Most vendor tents are 10' X 10' so a permit is not required.
- ▶ If cooking is taking place under the tent it must be fire retardant and be labeled as such. The Willoughby Fire Department will be checking all tents. If your tent does not comply with regulations you will not be permitted to participate in the Willoughby Artsfest.
- ▶ Fire extinguishers must be provided in each cooking tent.
- ▶ Cooking tents are to be separated by 20 feet.
- ▶ LP containers are to be located outside the tent with relief valve pointed away from the tent and the tank shall be secured.
- ▶ No open flame cooking inside tents (charcoal, wood fired grills)
- ▶ All food vendors must have permits from the Lake County Health Department.
- ▶ Any grills or deep fryers **MUST** be on plywood and neither on sidewalks nor streets.

