



FOOD VENDOR POLICIES AND PROCEDURES

- 1). Food vendors will be limited to no more than ten (10) participants operating a food service business or non-profit organization within the Oregon area. Priority will be given to members of the Oregon Chamber of Commerce and/or businesses operating within the boundaries of the Oregon Community School District and Oregon Park District.
- 2). Applications for food vendor participation and a \$50 non-refundable deposit will be due by **MAY 1**. Applications will be accepted in order of receipt.
- 3). Proceeds from sales of food products on the festival grounds will be a revenue share. Food vendors will receive 80% of income and 20% of income will be retained by the *Rockin' River Fest Committee*. Food vendors will need to determine pricing based on this revenue split.
- 4). A cashless system using tickets will be used for all events within the festival grounds including the food court. Vendors will price all food items in \$1 increments and will accept *Rockin' River Fest* tickets as form of payment. Sales centers will be located in close proximity to the food and beverage area.
- 5). The *Rockin' River Fest Committee* will be responsible for management of all festival operations including assignment of vendor spaces and all financial transactions related to the festival. The *Rockin' River Fest Committee* will collect all tickets from food operators and make payment to vendors within 7 days after the event.
- 6). Each vendor should serve a unique product that most represents your business to ensure a variety of options to patrons and avoid duplication of products. Menu items must be listed on the application and approved by the festival committee.
- 7). Festival gates will open at 12 p.m. Hours of operation for the food court are tentatively set as 12– 9 p.m. Food vendors may stay open later during the evening entertainment (ending at 11 p.m.) if they desire. All vendors must be set up by 11 a.m. Parking within the festival grounds is not permitted.
- 8). Each portable (tent) vendor will have access to a 2 receptacles/110 power source. Vendors need to supply their own power strip and electrical cords. Mobile units must provide own generator. Power supply is limited so use of grills or quiet battery operated generators is recommended if additional power is needed.
- 9). Each food vendor will be allotted a 10x20 space. All food vendors will need to provide their own tent, equipment and signage. *Rockin' River Fest Committee* will provide tables and chairs for patrons seating.
- 10). All food vendor operations must comply with Ogle County and State of Illinois Health Department regulations. Food service permits must be displayed on site.
- 11). All food vendors will be expected to participate in a meeting to confirm details related to the festival operation and health regulations prior to the festival.
- 12). The *Rockin' River Fest Committee* will be responsible for the supervision of the festival grounds and for promotion of events, including the food court.
- 13). All food vendors must provide a Certificate of Insurance to the *Rockin' River Fest Committee* **by JUNE 1**. Any vendor not providing this certificate will forfeit their booth space and deposit.
- 14). All vendors also agree to hold harmless the *Rockin' River Fest Committee*, it's Leadership team or any and all its designated representatives, the owners of property designated for use as the festival grounds, and the Officials and representatives of the City of Oregon for any losses, injuries, or damages that may occur as a result of participation in the *Rockin' River Fest*.



FOOD VENDOR CONTRACT

(Name of Business or Organization) _____ does declare that we are a licensed food service business or chartered not-for profit organization operating within the Oregon area.

Our Business License or Not-for-Profit registration number is _____. We declare that we are the primary operator of our food booth space and the producer of the food products for sale in said booth.

We agree to abide by the policies and procedures set forth by the *Rockin' River Fest Committee*. We understand that failure to comply with these policies and procedures may result in refusal of right to participate in this or future events.

We agree to supply a Certificate of Insurance to the *Rockin' River Fest Committee* by **JUNE 1** of the current year. If the certificate is not submitted on time, and notification to the *Rockin' River Fest Committee* has not been made, we understand that our designated booth space and deposit for said space will be forfeited.

We agree to abide by the *Rockin' River Fest* food vendor policies and procedures and comply with food sanitation regulations and laws of the Ogle County Health Department and State of Illinois. We agree to remain open during designated festival hours.

The *Rockin' River Fest Committee* shall be responsible for management of the festival and for setting forth policies and procedures believed to be in the best interest of the festival and its participants.

The *Rockin' River Fest Committee* shall be responsible for the supervision of the festival grounds, for management of all financial transactions, and for promotion of festival events, including the food court.

As a participating business/organization, we agree to pay a non-refundable booth deposit of \$50.00. This fee is to be paid at time the application to participate as a food vendor is made. We also understand that food vendor space is limited and reservations for booths will be accepted on a first-come, first served basis. In the event that vendor space is not available, we will have the option to be placed on a wait list or be entitled to a refund of the booth deposit.

We also agree that a cashless system will be used for all food vendor operations and that we will be entitled to 80% of the revenue generated by our food booth. The *Rockin' River Fest Committee* will retain 20% of the revenue to help sustain future festival events. Payment will be made to all food vendors within 7 days of the festival close.

We also agree to hold harmless the *Rockin' River Fest Committee* and its designated representatives, Oregon Chamber of Commerce, Oregon Together, property owners of the designated festival grounds, and Officials and representatives of the City of Oregon for any losses, injuries, or damages that may occur as a result of participation in the *Rockin' River Fest*.

Name of Business/Organization: _____

Signature of Designated Representative: _____

Title of Designated Signatory: _____ Date: _____

Business/Organization Address and Phone Number: _____

Deposit Paid: _____ Check Number: _____

Please return with \$50 deposit by MAY 1, 2019
Mail to: Rockin' River Fest, P.O. Box 69, Oregon, IL 61061

Rockin' River Fest Use Only: Date received _____

Received by: _____



FOOD VENDOR INFORMATION SHEET

NAME OF BUSINESS OR ORGANIZATION: _____

NAME OF PRIMARY CONTACT PERSON: _____

PHONE # FOR PRIMARY CONTACT: Home or Business # _____ Cell # _____

EMAIL ADDRESS FOR PRIMARY CONTACT: _____

ADDRESS OF BUSINESS OR ORGANIZATION: _____

CITY: _____ STATE _____ ZIP _____

BUSINESS OR ORGANIZATION'S WEBSITE ADDRESS: _____

BUSINESS OR ORGANIZATION TAX ID or LICENSE #: _____

FOOD ITEMS TO BE FEATURED:

FOOD ITEMS WILL BE SOLD OUT OF A:

TENT _____ SIZE _____ MOBILE UNIT _____ SIZE _____

(Mobile Units Must Provide Own Power Supply/Generator)

PLEASE RETURN BY MAY 1, 2019 WITH \$50 DEPOSIT TO:

ROCKIN' RIVER FEST, P.O. BOX 69, OREGON, IL 61061

Please make check payable to: Rockin' River Fest
