

2010 VIVA CHICAGO LATIN MUSIC FESTIVAL **FOOD VENDOR APPLICATION**

The City of Chicago is known for its beautiful lakefront and free outdoor summer Music Festivals. The 22nd Annual Viva Chicago Latin Music Festival is looking for food vendors that will represent and enhance the festival experience. The Viva Chicago Latin Music Festival will take place September 17 & 18 in Millennium Park.

ELIGIBILITY REQUIREMENTS

- Applicants must be a year-round, permanent (rather than temporary or mobile) retail operation, whose primary function is the preparation and sale of food.
- Restaurants may apply to be a food vendor for any or all of the music festivals on one application. Privately held, Chicago-based corporations will be considered on a case-by-case basis. Publicly held corporations will not be considered.
- Applicants will be chosen based on the selection criteria and meeting the requirements listed in this application.

LICENSE AND OTHER REQUIREMENTS

- Have all necessary City of Chicago and State of Illinois restaurant operation licenses and permits for their permanent location
- Be listed as the d/b/a, if applicable, on their City of Chicago Retail Food Establishment License and the address listed on the license must be the address listed on this application
- Not have any outstanding debts with the City of Chicago Department of Business Affairs and Licensing or the Illinois Department of Revenue
- Not have any pending cases with the City of Chicago Liquor Commission

SELECTION CRITERIA

- Restaurant menu is reflective of ethnic and or cultural theme of the festival.

INSURANCE REQUIREMENTS

Applicants will be required to provide an original Certificate of Insurance evidencing the following insurance minimums (for each festival they are participating in):

- Workers Compensation and Employers Liability – minimum of \$500,000 each accident, illness or disease
- Commercial General Liability – minimum \$1,000,000 per occurrence
- Automobile Liability – minimum of \$500,000 per occurrence
- Property (replacement) cost coverage

Final acceptance of applicant is contingent on applicant naming the The City of Chicago, the Chicago Park District, and the Illinois Restaurant Association, their employees, agents and officials as additional insured. Applicants must also submit a copy of the endorsement using ISO form CG20 26-11 85 and HA 99 13-0187 or the equivalent.

DOCUMENTATION NEEDED TO APPLY

Each applicant must submit the application and all documentation and items listed below **by FRIDAY, JULY 16, 2010** to the: **ILLINOIS RESTAURANT ASSOCIATION, 33 WEST MONROE, SUITE 250, CHICAGO, IL 60603**

APPLICANT COSTS FOR PARTICIPATING

- Food Vending Fee \$2,000
- A \$125 cost for a Temporary Food Vendor License, payable to the City of Chicago Department of Revenue
- All sales taxes will be deducted from gross sales
- A 15% City of Chicago commission will be deducted from gross sales

ALL SALES ARE BY EVENT FOOD/BEVERAGE TICKET ONLY. Vendors are not allowed to accept cash. All menu prices must include sales tax and be in multiples of fifty-cents (\$.50). No menu item may exceed six dollars \$6.00.

Restaurants will “redeem” their tickets with the City of Chicago approximately 2 to 3 days after the event ends to determine gross sales. After all deductions have been taken, the City of Chicago will cut a check to the restaurant approximately 5 working days after that redemption date. Checks can be picked up at the Illinois Restaurant Association at that time.

There are also additional expenses for restaurants that use propane gas, refrigerated storage rental, equipment hook-ups and repairs, fuel, electricity and other services. These expenses will be deducted from the restaurant’s gross sales.

Restaurants are responsible for securing any and all necessary equipment for their operation. All equipment must meet City of Chicago safety and health standards. After acceptance, the Illinois Restaurant Association (IRA) will work closely with each restaurant to advise it on the goods and services that will be needed on-site.

INCLUDED IN THE COST OF PARTICIPATION

- A 20' x 30' tent canopy
- Two menu signs (including the restaurant's logo)
- Basic electrical power - One (1) 40amp, 120volt circuit per vendor (Additional power can be provided at an additional cost)
- 2010 Summer Festival Sanitation class and Certificate
- A series of Restaurant Training Seminars conducted by the Illinois Restaurant Association that restaurant must take part in.

KEY RULES AND REGULATIONS

- Restaurant sales are made by festival tickets only
- Restaurant participants may not sell beverages of any kind
- Restaurant participants may not sell novelty items
- Restaurants are encouraged to offer menu items at varying price points - with a maximum price of \$6
- Menu prices or signs may not be altered during the festival. Any alterations will result in the restaurant's booth being closed down for the day

**APPLICATION FOR RESTAURANT BOOTH
VIVA CHICAGO LATIN MUSIC FESTIVAL**
Produced by the Mayor's Office of Special Events
In cooperation with the Illinois Restaurant Association

Deadline for application: Friday, July 16, 2010

Incomplete applications (in any form) will not be considered

Please type or print clearly:

Festival(s) applying for:

Restaurant Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Ward: _____

Restaurant main phone: _____

Restaurant main fax: _____

Restaurant web site: _____

Owner's Name: _____

Owner's Home Phone: _____

Owner's Cell Phone: _____

Owner's Work Phone: _____

Owner's e-mail: _____

Key Contact Name: _____

Key Contact Home phone: _____

Key Contact Cell Phone: _____

Key Contact Work Phone: _____

Key Contact e-mail: _____

Alternate Contact Name: _____

Alternate Contact Home phone: _____

Alternate Contact Cell Phone: _____

Alternate Contact Work Phone: _____

Alternate Contact e-mail: _____

Initials _____

OTHER INFORMATION

PROPOSED MENU ITEMS

Indicate your complete menu below. There is a limit of 5 (five) items per booth. All prices must include sales tax. All prices must be in multiples of \$.50 (fifty cents) with a maximum price of \$6.00 (six dollars).

1. _____ Size in ounces: _____ Price: _____

2. _____ Size in ounces: _____ Price: _____

3. _____ Size in ounces: _____ Price: _____

4. _____ Size in ounces: _____ Price: _____

5. _____ Size in ounces: _____ Price: _____

Following documentation must be attached:

- This completed form
- A copy of your City of Chicago Retail Food Establishment license
- A copy of your Illinois Sales Tax Certificate of Registration
- A copy of your most recent City of Chicago Health Department inspection report
- A copy of your in-house restaurant menu

Mail check (payable to the "City of Chicago") **and application to:**

**Chicago Music Festival Food Vendor
Restaurant and Beverage Management
c/o Illinois Restaurant Association
33 West Monroe, Suite 250
Chicago, Illinois 60603**

DEADLINE FOR APPLICATION: Friday, July 16, 2010

If you have any questions, please contact the Illinois Restaurant Association, at 312.787.4000.