



Number

**7-1**

## Temporary Food Vendor Application

8 East Galena Blvd. • Aurora, Illinois 60506 • (630) 723-2488 • FAX (630) 892-1084 • jenniferh@ParamountArts.com • RiverEdgeAurora.com

### Business Information

Legal Business Name: \_\_\_\_\_

DBA ("Doing Business As"): \_\_\_\_\_

Business Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Bus. Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

FEIN, IBT or SSN: \_\_\_\_\_ Email: \_\_\_\_\_

Identify whether business is minority (MBE)/women (WBE)/disabled (DBE) owned or qualifies as a green business (check all that apply):  MBE  WBE  DBE  Green  None of the above

Vendor Type:  Temp Food  Merch  Sound and Lighting  Equipment  Other Service: \_\_\_\_\_

Estimated number of people employed at the location this calendar year: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temp \_\_\_\_\_

### Contact Information

Operator/Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact (other than applicant): \_\_\_\_\_

Address: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Can your contact info. be given to companies renting the park interested in food vendors? YES  NO

Initial \_\_\_\_\_ Page 1 of 4

**FOR OFFICE USE ONLY**

Rec'd by: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

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**General Information**

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1) Insurance: Temporary Food Vendors of the Aurora Civic Center Authority (ACCA), including RiverEdge Park, are required to provide ACCA with a Certificate of Insurance encompassing the year in which the license will be valid (any event dates) for the following:

- \$1,000,000 Per Occurrence- General Liability
- \$2,000,000 Aggregate-General Liability
- \$1,000,000 Workers' Compensation
- \$1,000,000 Umbrella
- \$1,000,000 Automobile (any vehicle(s) on site including personal vehicles)

Please include the following in:      A) Description of Operation box:

Aurora Civic Authority is included as an additional insured on a primary and non-contributory basis with respects to General Liability coverage. Waiver of subrogation is granted in favor of Aurora Civic Center Authority with respects to the General Liability coverage

B) Certificate Holder:

Aurora Civic Center Authority, 8 E. Galena Blvd., Aurora, IL 60506

**Copy of valid insurance, including above requirements must be provided to RiverEdge Park along with this signed agreement. Failure to remit evidence of insurance prior to the event will result in the forfeiture of your participation. No refunds.**

Insurance Company: \_\_\_\_\_ Agent: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you previously been an approved RiverEdge Park Food Vendor: No \_\_\_ Yes \_\_\_

If you answered YES to the previous question, please skip #2 & #3 below.

2) References: If you are a new vendor to these events, please include up to three references that you have worked with for outdoor vending events.

Name: \_\_\_\_\_ Event: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Event: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Event: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

3) Festival Experience: Please provide any information about you or your company having been a food vendor at an outdoor event or festival.

Event name: \_\_\_\_\_ Est. Number of Attendees: \_\_\_\_\_

Event name: \_\_\_\_\_ Est. Number of Attendees: \_\_\_\_\_



**Security Deposit:** A \$100 deposit required to ensure that all listed rules and regulations are followed \*see Vendor Articles of Agreement as part of the contract. Deposit will be refunded at end of festival series if all articles of agreement are followed.

**Application with the City of Aurora:** The City of Aurora must license food vendors after they are approved by RiverEdge Park. This license must be obtained in order for any food vendor to set-up on the premises and will be submitted to the city automatically once you are approved by RiverEdge Park. An additional form and a payment of \$50 (license fee will be included with vendor space invoice).

**Commission:** 2.5% of your gross sales as a food vendor will be paid to RiverEdge Park. You will be responsible for self-declaring the 2.5% to RiverEdge Park. To do this you will simply go on the website:

<[www.RiverEdgeAurora.com/vendors/](http://www.RiverEdgeAurora.com/vendors/)>

click on the link "Vendor Revenue Reports"

Fill-out the form to submit daily gross sales for every event you participated at that week/weekend.

**Reports are due online by 3:00pm the Tuesday after the event(s).**

**A \$10 late fee will be assessed for every day the report is submitted late**

- Total Fees For a Temporary Food Vendor
  - Application fee: fifty dollars (\$50.00)
  - Per event fee: *based on size of area and number of dates selected*
  - Security Deposit: one hundred dollars (\$100.00)
  - Commission on gross sales: 2.5%

**Checklist before submission of application:**

- Insurance company information filled out (page 2)
- Provided a copy of Certificate of Insurance that meets requirements (page 2)
- References and Experience information completely filled out (page 2)
- Proposed Menu Items and Prices completely filled out (page 3)
- Vendor Application pages 1-4 initialed

**Any returned application that does not include all the items above will be considered incomplete until all items are submitted.**

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**Applicant Signature**

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I \_\_\_\_\_ hereby submit this application with having personal knowledge of the information contained in the application and that the information contained therein is true and correct.

**Vendor Applicant Name (Please Print):** \_\_\_\_\_

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**Vendor Applicant Signature**

**Title**

**Date**

*If you have questions please contact: Jennifer Binversie-Hahn (630) 723-2488  
or email at [jenniferh@ParamountArts.com](mailto:jenniferh@ParamountArts.com)*

Please return application to:  
Aurora Civic Center Authority  
Attn: Jennifer Binversie-Hahn  
8 East Galena Blvd. Suite 230  
Aurora, Illinois 60506