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Number

Temporary Food Vendor Application

8 East Galena Blvd. • Aurora, Illinois 60506 • (630) 723-2463 • FAX (630) 892-1084 • brianaj@ParamountArts.com • RiverEdgeAurora.com

Business Information

Legal Business Name: _____

DBA ("Doing Business As"): _____

Business Address: _____

Mailing Address (if different from above): _____

Bus. Phone Number: _____ Fax Number: _____

Personal Contact Information

Operator/Applicant Name: _____

Mobile Number: _____ Email: _____

Emergency Contact (other than applicant): _____ Phone Number: _____

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

Menu and Prices

1) **Proposed Menu and Prices:** Please submit a complete list of all proposed items with full descriptions and prices you plan to offer for sale. In order to ensure sufficient variety, all items are subject to approval by the RiverEdge Park. Attach an additional sheet if needed. *Only Food and beverage items are allowed to be sold.*

<u>Item</u>	<u>Price</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

* Vendor may only sell fountain and bottled Pepsi products at the same size and price as RiverEdge Park.*

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FOR OFFICE USE ONLY

Rec'd by: _____

Date: _____

Time: _____

References

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: _____

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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: _____

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Event Fee Schedule

Per Day
10' x 10' space @ \$200.00

Per Day
10' x 20' space @\$250.00

Per Event Day
10' x 30' space @ \$300.00

All trailers, equipment and products must be within the dimensions of your reserved space and not permitted outside that area. No exceptions.

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.

Processing Fee: A \$50 processing fee is to be paid with your security deposit. 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.

Bond: Submit either Event Based License Fee or Annual Vendor License Fee to the City of Aurora.

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:

A) <www.RiverEdgeAurora.com/vendors/> B) 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

Security Deposit: one hundred dollars (\$100.00)

Processing fee: fifty dollars (\$50.00)

Bond: Submit either Event Based License Fee or Annual Vendor License Fee to the City of Aurora.

Per event fee: *based on size of area and number of dates selected*

Commission on gross sales: 2.5%

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Insurance Requirements

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: _____

Checklist before submission of application:

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

Any returned application without all items above will be considered incomplete until all items are submitted.

Applicant Signature

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): _____

Vendor Applicant Signature

Title

Date

If you have questions please contact: Briana Jackson (630) 723-2463 or email at brianaj@ParamountArts.com

Please return application to:
Aurora Civic Center Authority
Attn: Briana Jackson
8 East Galena Blvd. Suite 230
Aurora, Illinois 60506

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