

Greetings –

Thank you for your interest in being a food vendor for the 2018 Springfield Old Capitol Art Fair (SOCAF). This year's fair will be held on May 19 and 20.

**Please note the Food & Beverage Chairman is;*

James Schackmann

jameschackmann@gmail.com

217-691-7231

The Food and Beverage Cochairman is;

Drew Long

drew9903@hotmail.com

217-415-0422

We have enclosed an information packet and application(s) for your food/beverage stand. We need the following to be submitted:

1. Food/Beverage Vendor Application
2. Electrical Needs Form
3. Temporary Food Service Permit – Sangamon Co. Dept. of Public Health (as a reminder this form is to be returned to SOCAF, not SCDPH).
4. \$100.00 or \$150.00 (depending on booth size) Application Fee
5. \$50.00 Security Deposit

Your completed applications along with the appropriate fees and security deposit must be received no later than March 16 in order for you to be considered.

The 14 vendors will be approved and notified of their selection by April 6.

Please contact us you have any questions regarding the application or any of the requirements in the conditions of agreement.

James Schackmann

jameschackmann@gmail.com

217-691-7231 (mobile)

6th Year Board Member

Food and Beverage Chair (2017,2018)

Food and Beverage Co-Chair (2016, 2015, 2014, 2013)

The 2017 Springfield Old Capitol Art Fair
Vendor Information for Participating in the Food Court

IMPORTANT INFORMATION
PLEASE READ

The 2018 Springfield Old Capitol Art Fair will take place on Saturday and Sunday May 19th and 20th, 2018. You are invited to submit an application for participation in this year's event. All applications are due by March 16th, 2018.

The Springfield Old Capitol Art Fair (SOCAF) is an annual outdoor event that takes place in the heart of Springfield's business district. Each year since its inception, the SOCAF has featured approximately 200 artists, drawing thousands of patrons during the two-day event.

A maximum of 14 vendors will be selected to participate in this year's SOCAF. The selected vendors will be assigned booth space locations in the food court area on 5th Street, between Jefferson and Washington Streets.

Participating Food Court Vendors:

- Must submit their application (plus fees), electric request and temporary food license by March 16, 2018.
- May sell no more than four total specific food products.
- Must state all specific food and beverage items and prices on the application (\$1 to \$5 is recommended for a generous portion.)
- May not sell alcohol. The SOCAF, or agents contracted by SOCAF, will coordinate an alcoholic beverage concession.
- Must maintain a clean area.
- Must pay all state and local sales taxes.
- Must pay 20% of net receipts, at the end of each day, to SOCAF.
- Must submit the appropriate participation fee with their application. This participation fee will be deposited in the SOCAF account by the SOCAF Treasurer if the application is approved. If the application is not approved, the participation fee will be returned to the vendor.
- Must submit a \$50.00 refundable security deposit with the application. Participating vendors that leave their booths clean and free of damage and do not violate the stated rules of participation will have their security deposit checks returned.
- Will be notified by April 6th, 2018 if they have been approved.
- May access the food vendor's site at the SOCAF food court for setup purposes between 7:00 p.m.-9:00 p.m. Friday, May 18th, 2017.

**2017 Food/Beverage Vendor Application
Springfield Old Capitol Art Fair
May 19-20, 2018**

Company/Organization: _____

Mailing Address: _____

Contact Person _____ **Phone Number** _____

E-mail _____

Electrical Needs _____

Booth Size _____

Specific food items to be sold:
(Maximum of 4 items)

Price:

Specific beverage items to be sold:

Price:

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

- A \$100.00 application fee for a 10 ft x 15 ft booth, or a \$150.00 application fee for a 10 ft x 30 ft booth. Your application fee will be deposited only if your application is approved.
- An additional \$50.00 check for a security deposit will be held and returned to you if your area is properly managed.

Checks must be made payable to **THE SPRINGFIELD OLD CAPITOL ART FAIR**. Checks and applications must be received no later than **March 16th, 2018**.

Mail your application and fees to:

**SOCFAF
P.O. Box 5701
Springfield, IL 62705**

Conditions of Agreement

- The vendor shall indemnify and hold the Springfield Old Capitol Art Fair Board (the Art Fair Board) harmless from and against all claims, liabilities and expenses arising from or in connection with the vendor's products or services.
- The vendor shall provide liability insurance in the amount of \$500,000.00.
- All space assignments and the rights, obligations and duties of the vendors hereunder may not be assigned or otherwise transferred.
- This agreement and the rights, obligations, and duties of the vendors hereunder may not be assigned or otherwise transferred.
- This agreement does not create any rights for the benefit of any third party.
- The Art Fair Board makes no representations or warranties with respect to sales, nor does it guarantee attendance or weather conditions.
- Two sizes of booths are available; 10 ft x 15 ft, with the front service area being 15 ft. There will be booths measuring 10 ft x 30 ft, with the front service area being 30 ft.
- All vendors have access to trash dumpsters. Vendors must use designated dumpsters for their trash. Vendors are **not to use** the trash cans for patrons that are located in the food court area. Failure to comply may lead to forfeiture of security deposit.
- All vendors have access to water for general needs, but do not have access to direct water hook-ups.
- All utility access is limited; therefore, electrical connections must be specified in the application.
- Participating vendors are solely responsible for providing all necessary equipment, food, supplies, labor, booth and booth décor, lighting, and related materials or equipment to operate their booths.
- The Springfield Old Capitol Art Fair does not provide ice. Ice will be may available through a selected vendor in the food area or you may bring your own.
- The approved vendors agree to pay SOCAF 20% of the vendor's net receipts after payment of all taxes as consideration for license issued herein. This amount is due within 30 minutes of closing each day.
- Participating vendors are solely responsible for satisfying all requirements with respect to taxes due to the Illinois Department of Revenue and the City of Springfield.
- Participating vendors are solely responsible for compliance with all applicable federal, state and local health and safety rules and regulations.

- In an effort to diminish non-recyclable waste, the Art Fair Board requires participating vendors to limit the use of plastic knives, forks and spoons.
- The use of charcoal fires is prohibited. Wood or propane grilling is allowed. Any grill waste or cooking by-products may not be disposed of in streets, sewers or drains.
- Those vendors who are using grills or fryers will be required to place plywood on the sidewalk next to their area to prevent grease stains. Vendors that fail to comply will be prohibited from using grills or fryers. Failure to prevent all grease stains may also lead to forfeiture of security deposit.
- Hours of operation will be 10:00 a.m. – 5:00 p.m. on Saturday and 10:00 a.m. – 4:00 p.m. on Sunday. All vendors are required to remain open at all times, rain or shine, throughout the SOCAF and must be prepared with adequate supplies to accommodate patrons.

We/I have read, understand and agree to abide by all of the terms and conditions contained in the forgoing Food/Beverage Vendor Application.

Signed by _____ Date _____
(Authorized signature)