



Presents



2017 Hometown Fest Food Vendor Application Friday June 30th – Tuesday July 4th



Each year, the Palatine Jaycees host Hometown Fest, a Fourth of July Celebration which includes fireworks, entertainment, food vendors, parade, carnival, expo and many other family activities. Several thousand people attend the festival each year. In addition to attracting residents, Hometown Fest attracts visitors from surrounding cities and towns. The festival takes place at Community Park located at 262 E. Palatine Road in Palatine.

Reserve a food booth space today as there are a limited number of spaces available under the food vendor tent. In addition to product sales, food vendors will have exposure to thousands of people for residual sales at your local restaurant. Booth cost is \$1000 and includes an approx. 10’ wide (frontage) by 9’ deep space under the tent. Each vendor will also have additional space behind the tent available for food preparation and supplies. Each vendor will be provided two 20-amp outlets and 2 parking passes.

This year’s festival hours include:

Date	Times	Item	Festival Events
Friday, June 30	9:00 AM – 2:00 PM	Unloading & Setup. Health and Safety Inspections begin at 2pm.	
	5:00 PM – 12:00 AM	Festival hours	Carnival, Entertainment
Saturday, July 1	12:00 PM – 12:00 AM	Festival hours	Parade, Entertainment, Carnival, Expo
Sunday, July 2	12:00 PM – 10:00 PM	Festival hours	Entertainment, Carnival, Expo
Monday, July 3	3:00 PM – 12:00 AM	Festival hours (Fireworks)	Fireworks, Carnival, Entertainment
Tuesday, July 4	12:00 PM – 5:00 PM	Festival hours and Teardown	Carnival, Family Day

To become a food vendor at Hometown Fest, please complete the attached application and mail or email electronic copy to food@palatinejaycees.org. Food vendor applications will be evaluated and approved on a first come basis. Registration will be confirmed via email within 21 days of receipt of their application. The Palatine Jaycees reserve the right to refuse entry. Checks will be returned to those applicants not selected. Food tent location will be decided by the Hometown Food Vendor Committee. All participating food vendors must comply with the attached list of rules and regulations.

Any questions or comments can be directed to 2017 Hometown Festival Food Chairmen:
Marc Hess (847) 533-7237, Felipe Carmona (224) 475-6031, Alex Green (224) 622-2349. Email: food@palatinejaycees.org.

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1. **BOOTH:** Each booth fee includes a space of about 10' wide (frontage) by 9' deep under the tent. Each vendor will also have additional space behind the tent available for food preparation and supplies. Each vendor will be provided with two 20-amp outlets. Food area access is behind the school.
2. **INSURANCE:** Vendors must provide proof of insurance for this event. Minimum insurance requirements are \$1,000,000 General Liability; \$1,000,000 Auto Insurance and Workers' Compensation. The following groups must be named as Additional Insured on the policy for the duration of event: Palatine Jaycees, Palatine Park District, Village of Palatine & Community Consolidated School District 15.
3. **MENU & PRICING:** Food vendors shall list menu and prices as part of food vendor application. Food vendors are required to post menus and prices during the festival. Changes in menu items or pricing from original application must be received no later than June 6th and they are subject to approval of the Palatine Jaycee Hometown Fest Food Committee.
4. **ITEMS NOT PERMITTED FOR SALE:** Food vendors are prohibited from selling the following items: Can/Bottled Beverages (including soft drinks, soda, sport drinks, tea and water), Alcoholic Beverages, Cotton Candy, Pop Corn, Snow Cones and Funnel Cakes, Corn Dogs (at prices less than the carnival) Or Items that have not been approved by Palatine Jaycees Food Committee and/or not mentioned in The Menu Form.
5. **FOOD HANDLING PERMIT:** Vendors are required to obtain at Village of Palatine Temporary Food Handling Permit. Vendors should submit applications directly to the Palatine Health Department by June 1st, 2017. *** If you do not pass inspection you will not be able to open***
6. **FIRE & SAFETY PERMIT:** Vendors are required to follow all appropriate fire and safety regulations of the Palatine Fire Department regulations including fire extinguisher requirements. Please review the list of regulations prior to event.
7. **PROPANE:** ALL PROPANE MUST BE PURCHASED THROUGH AMERIGAS (800-398-1354) Amerigas is compliant with the Palatine fire department regulations and provide 24 hour service for emergencies. Orders should be place by June 6th. Propane tanks must be at least 10 feet from cooking source and tent and be attached to stakes. Tank stakes will be provided free of charge by the Palatine Jaycees if requested by June 6th.
8. **SETUP:** Set-up will begin on Friday, June 30th at 9:00 a.m. Tent assignments and parking permits will be given to you at this time. Food booth **MUST** be ready for inspection by the Health and Fire Departments **NO LATER THAN 2:00 PM** on Friday June 30th. You must be present for the inspection. The Palatine Jaycees **DO NOT** provide tables, chairs, extension cords, breaker power strips, food service equipment or supplies.
9. **ELECTRICAL:** Two 110 volt, 20 amp electric circuits will be provided by electrical drop, not a generator. Electrical shall be either direct plug into outlets on the panel or by a breaker power strip. Extra outlets may be available based on demand. Please contact the Food Committee by June 7th if you need an extra outlet.

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10. **HOURS OF OPERATION:** Vendors need to main remain open from Festival Start time to at least 60 minutes before Festival End time.
11. **WATER SUPPLY:** A sink and/or hose will be located near the food tent for your use. In addition, there will be portable toilets near the food tent for use by food vendors.
12. **GARBAGE:** Dumpsters will be located near the food tent for your use. The use of school dumpsters is prohibited. All boxes must be broken down before being thrown away. Grease barrels for used cooking grease will be available, please let the committee know if you will need access.
13. **ICE:** Bags of ice will be available at the festival site for purchase. Cash payment is required at time of purchase. Please provide estimate of daily # of bags needed.
14. **DONATIONS:** By contract, the Palatine Jaycees must provide food and beverages for some of the entertainers. If you wish to help us meet this commitment, please check box on application and we will contact you for further information. Any donation or discount would be greatly appreciated.
15. **OTHER:** Neither the Palatine Jaycees nor the Palatine Park District are responsible for any loss or any damage incurred during the Festival due to weather, guests, transport, etc...
16. **AD BOOK DISCOUNT:** Food vendors are offered a 20% discount on purchase of ads in Festival Program. Contact food chairman for additional details.

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