



ROUTE 66 FESTIVAL

**Thank you for choosing to participate in the Edwardsville Route 66 Festival!
Our goal is to grow this event weekend, offering a wide variety of
food and entertainment for our community and beyond.**

***Route 66 Festival Food Zone Open
Saturday, June 8, 2024 10 a.m. to 11:30 p.m.***

SET UP

Friday, June 7, 2024 between 2 p.m. and 6 p.m.

Or

Saturday, June 8, 2024 between 7 a.m. and 10 a.m.



2024 Route 66 Festival Food Vendor Application

Application Deadline Friday, May 3, 2024

Festival: June 8, 2024

City Park, Edwardsville, IL

Business/Organization: _____

Contact: _____

Address: _____

Phone: _____ Email: _____

Food Offered at Booth: _____

*Does your "booth" require the use of a trailer on site (space is limited)? [] Yes [] No

Are you registered with Madison County Health Department? [] Yes [] No

Tax ID Number: _____

Electrical Needs: _____ # of 120 volt Circuits (1 Circuit = 20 Amps.)

One standard, 20 amp, 120 volt circuit receptacle will be provided. If you require additional circuits or 220 volts, please contact the Edwardsville Parks Dept., **additional circuit needs will NOT be granted after May 31, 2024.** NO SURGE PROTECTORS WILL BE ALLOWED. Please review your equipment to avoid blown circuits. Example Usage: Coffee Pot (10-15 amps) + Roaster Oven (6-12 amps) = Total 16-27 amps

2024 Vendor Booth Fee:

10x10 Tent Space: Business \$100.00 _____ Non-profit \$75.00 _____

(Space Only. Not including Tents, Tables or Chairs)

- Add 10x10 Tent Space behind initial space Business \$50.00 _____ Non-profit \$50.00 _____
- 10x10 Canopy Tent, Two Tables and Two Chairs \$100.00 _____

Food Truck Space Business \$250.00 _____ Non-profit \$200.00 _____

(Includes a 10 x 30 space on Park Street (spaces are limited))

Full non-refundable fee is due with application by Friday, May 3, 2024. Refunds may be issued if the festival is cancelled by the City due to circumstances beyond our control.

Please complete the above Application and include a copy of insurance certificate and application fee.

**Please make checks payable to and mail to: City of Edwardsville
Attn: Route 66 Food Vendor
118 Hillsboro Avenue
Edwardsville, IL 62025**



Food Vendor Rules and Regulations

The deadline for reservations is May 3, 2024.

Booth assignments and festival layout will be sent by June 3, 2024.

1. EVENT SET-UP

- Set up between 2:00 p.m. and 6 p.m. on Friday, June 7 or at 7 a.m. on Saturday, June 8
 - If pre-ordered, tents, tables and chairs will be set up by the City the morning of June 7
 - Booths **MUST** be ready to sell product by 10:00 a.m. on Saturday, June 8.
2. **Spaces are assigned first come, first served.**
Special requests will be considered where possible. We reserve the right to limit the number and types of food vendors. Submission of an application does not guarantee a booth.
 3. **Food vendors shall pay all sales or other taxes, fees, and assessments.**
Pay all required by any applicable federal, state or local law in connection with the participation in this festival. Food vendors shall indemnify, defend and hold the City of Edwardsville harmless for any taxes (including fees and penalties, if any) required to be paid by law.
 4. **Vendor must follow all permits required by Madison County Health Department.**
It is the Vendor's responsibility to obtain a temporary food service license if not already permitted by MCHD. The fee is \$75 (paid to the Health Department) for a temporary permit. More information can be found on <http://www.madisonchd.org>. Each vendor shall be required to display said license. Before a food vendor is allowed to set-up, the vendor must submit the completed permit application form, appropriate fee, and all required attachments to Madison County Health Department for prior approval. The permit application form is attached to this application. Food vendors who do not submit the application form and fee to this Department for approval at least 48 hours prior to the event will be assessed a \$75.00 late fee in addition to the permit fee.
 5. Insurance: All food vendors are required to show proof of insurance. A copy of said insurance must be supplied with the Festival Application.
 6. **No vehicles on sidewalk or grassy areas.**
You will be responsible to the City of Edwardsville for damages your activity causes to the park.
 7. **Vendors are responsible for their own booth set up and clean up.**
 8. **Each vendor must supply at least two garbage containers.**
Each vendor shall be required to keep any assigned area clean of all garbage and/or debris and waste must be disposed of periodically. Festival dumpsters will be available.
 9. **Vendor must properly dispose of waste water and grease.**
Waste water and grease cannot be dumped into storm drains or on the ground, as per state law and local ordinances. No fire/heat under trees.
 10. **Power and is water available.**
Vendors requiring electrical power must identify so on their application indicating 110V or 220V and the Amps needed. Each vendor must supply her/his own lead lines to reach outlets and the electrical cords must be taped to the ground with quality duct tape if exposed.
 11. **Security will not be provided.**
 12. **Booths must remain set up until 10:00 p.m.**
No vehicles will be allowed to enter the area for loading or unloading during festival hours. Emergency vehicles **ONLY** will be allowed on the grounds.

13. You are responsible for providing or arranging for all necessary labor in unpacking, erecting, dismantling and repacking displays. Festival staff and security personnel are not available to assist with set-up or breakdown.
14. You shall only store or display materials on appropriate surfaces of your booth, and not in pedestrian aisles or on sidewalks. Pedestrian aisles must be maintained at all times.
15. **NO alcoholic beverages** of any kind may be sold or given away by a vendor without city permission and proper liquor license.
16. The City of Edwardsville will not be held responsible nor will reimburse any vendor or merchant for loss resulting from, but not limited to the following; loss or damage due to acts of God, stolen property, vandalism or animal activity, product not selling.
17. The Route 66 Festival WILL occur regardless of weather and refunds will only be issued if the event is cancelled by the City due to circumstances beyond our control. Be prepared for any kind of weather; sun, heat, wind, rain or cold.

Agreement

I have read and agree to observe the Route 66 Festival Rules and Regulations as stated in this application. I do hereby agree to indemnify and hold harmless the City of Edwardsville and their respective officers, agents, underwriters, individually and/or collectively from all fines, penalties, liabilities, losses, claims, damages, and expenses including court costs and attorney fees incurred or suffered as a result of or relating to my participation in the event known as the "Route 66 Festival", on June 8, 2024, at the City of Edwardsville City Park.

Authorized Signature: _____

Date: _____

Mail this agreement page with the application to:

City of Edwardsville
Attn: Route 66 Food Vendor
118 Hillsboro Avenue
Edwardsville, IL 62025