



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 10, 2023 10 AM to 11 PM

SET UP

Friday, June 9, 2023 between 2 PM and 6 PM

Or

Saturday, June 10, 2023 between 7 AM and 10 AM

All vendors who attend the paid event on June 10, 2023 can also attend:

- Any of our 2022 Friday Night Concert Series nights at no additional cost! **Bands will be announced soon!**
- Any of our 2022 Saturday Night Movies in the Park (one per month)



2023 Route 66 Festival Food Vendor Application

Application Deadline Friday, May 5, 2023

Festival: June 10, 2023

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 June 4, 2023.** 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*

2023 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 \$200.00 _____ Non-profit \$150.00 _____

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

Full non-refundable fee is due with application by Friday, May 5, 2023. 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 5, 2023.

Booth assignments and festival layout will be sent by June 5, 2023.

1. EVENT SET-UP

- Set up between 2:00 PM and 6 PM on Friday, June 9th or at 7 AM on Saturday, June 10th
- If pre-ordered, tents, tables and chairs will be set up by the City the morning of June 9th
- Booths MUST be ready to sell product by 10:00 AM on Saturday, June 10th.

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 9:00pm.**

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 10, 2023, 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

Food Safety at Temporary Events

Food safety is the key factor to ensuring a safe and successful temporary food event. In order to help assist you with safe food handling practices in your food stand, please carefully review the key points in this handout.

Food Source

- All food must be from an approved source. **Home-prepared foods are NOT allowed.**
- Water must be from a potable source (safe for human consumption). Hoses used to provide water must be food grade.

Temperatures

- Keep hot food at 135° F or above.
- HOT hold foods with a working heat source (roaster, etc).
- Keep cold food at 41° F or below.
- **ICE all foods that require refrigeration.** Refrigeration units must maintain a temperature of 41° F or below before using the unit.
- **When using ice, ensure that food container is fully buried in ice in order to maintain temperature of 41° F or below.**

Minimum Cook Temperatures

Poultry, stuffed meats	165° F
Ground meats, hamburger	155° F
Pork	155° F
Seafood	145° F
Commercially pre-cooked (pre-cooked brats, hot dogs, etc.)	135° F
Re-heated food items	165° F

Hand Washing

- A hand washing station must be available in each booth. Remember to wash hands for 20 seconds before starting/returning to work, after eating, smoking, using the restroom, when changing duties, before putting on gloves and whenever hands become soiled. The use of gloves or hand sanitizers is NOT a substitute for hand washing.
- At the hand washing station, be sure to provide: hand soap, paper towels, catch bucket, trash bin, free-flow spigot.

Direct Hand Contact

- When handling ready-to-eat foods (buns/chips, etc.), avoid direct/bare hand contact whenever possible by using suitable utensils such as deli tissue, spatulas, tongs or single-use gloves.
- Always wash hands BEFORE putting on new gloves. Discard gloves after: handling raw foods, sneezing/coughing in hands, changing tasks/work areas, touching face or when gloves become contaminated.

Wiping Cloths

- Food contact surfaces (counters/equipment, etc.) should be cleaned/sanitized thoroughly using non-scented, chlorine bleach at a concentration of 100-200 ppm.
- Label all buckets/spray bottles containing sanitizer.
- Wiping cloths shall be stored in sanitizer solution when using buckets. Paper towels shall be used with spray bottle sanitizers.
- Sanitizer solution should be changed every 2-3 hours, or more frequently if stored in direct sunlight.
For concentration of other EPA approved sanitizers, follow directions on container

Food Equipment

- Ensure all equipment is in working and sound condition prior to event. Store all food and other equipment off the ground on pallets or on shelves.
- Dippers and scoops with a handle shall be used for food or ice. Store handles out of food/ice on a clean, dry surface.

Dishwashing

- For washing utensils/equipment at the event, use three tubs, buckets or pails set up as follows:
 - 1) Wash - use soap and hot water for washing
 - 2) Rinse - use fresh, hot water for rinsing
 - 3) Sanitize - chlorine bleach sanitizer should test 50-100 ppm. **Use test strips** to check sanitizer concentration. Air dry equipment/utensils. Do NOT towel dry.

Temporary Food Stand Checklist

Prior to stand set-up, please review the checklist below:

- ☐ Hand washing station(s) set-up BEFORE preparing or working with food.
- ☐ Soap and paper towels at each hand sink.
- ☐ Utensils such as gloves, tongs or deli tissue on-site for use.
- ☐ Hot and cold holding equipment WORKING and READY for use.
- ☐ Metal stem thermometer available to check food temperatures.
- ☐ Raw animal foods stored separately.
- ☐ No ill workers or volunteers.
- ☐ Proper dishwashing sequence: 1. Wash 2. Rinse 3. Sanitize. AIR DRY ONLY.
- ☐ Sanitizer test strips available.
- ☐ If using chlorine bleach as sanitizer for 3-compartment sink, should test 50-100 ppm.
- ☐ Sanitizer buckets/spray bottles containing an EPA approved sanitizer. If using chlorine bleach as sanitizer for wiping cloth bucket, should test 100-200 ppm.
- ☐ Food protected with container covers or sneeze guards.
- ☐ Food and other items stored off the ground.
- ☐ Utensil handles out of food or ice.
- ☐ Equipment/utensils in good condition (no chipping, pitting etc). All equipment must be cleaned and sanitized before the beginning of the event and as often as necessary, but no less than once a day.
- ☐ All food prepared in unapproved area, kitchen or location and/or from an unapproved source is not allowed. Home-canned foods or home-prepared foods are prohibited unless registered as Cottage Food.
- ☐ Any leftover potentially hazardous food from the previous day shall be destroyed.
- ☐ All ice must be obtained from an approved source in single-use bags. Provide sufficient ice or refrigeration for items.

Potentially hazardous food having temperatures between 41°F and 135°F shall be destroyed.

Madison County Health Department Environmental Health Division

101 East Edwardsville Road, Wood River, IL 62095

Phone: 618-296-6079 Fax: 618-692-8905

For more information, check out our website! www.madisonchd.org

Follow us on Facebook & Twitter: @MadisonCHD



Official Use Only
 Permit #: T_____ - _____
 Date Rec'd: _____
 Cash, CC or Ck #: _____
 Amount Paid: _____
 Date Issued: _____

Madison County Health Department

Temporary Food Service Application

What type of sanitizer is used? ☐ Bleach ☐ Quat ☐ Other: _____

Are sanitizer test strips available? ☐ Yes ☐ No

Describe the procedures and equipment used to keep cold food items at 41° F or below:
(example - using coolers filled with ice to cover and bury pre-cooked hotdog packages)

Describe the procedures and equipment used to keep hot food items at 135° F or above:
(example - using a grill to heat pre-cooked hotdogs and hot-holding hotdogs in a roaster)

Describe your handwashing station set-up in your food stand:

Describe your 3-compartment sink (wash, rinse, sanitize) set-up in your food stand:

- ☐ *I have read and agree to abide by the Madison County Temporary Food Service Guidelines.*
- ☐ *I understand that if provisions of the aforementioned Ordinance are not met, a Temporary Food Service Permit will not be issued to operate at a Temporary Event.*

CHECK ONE:

- ☐ Temporary Permit Fee (per event) \$75.00 X _____ (total # of events) = \$_____ total enclosed
- ☐ Temporary Permit Fee including Late Fee (48 hours before event)*.....\$150.00
- ☐ Organization/owner holds annual Madison County Food Service Sanitation Permit (fee is waived)
Annual Permit Number: 119-_____ Note: A Temporary Permit IS required for Annual permit holders

**** A \$75.00 late fee will be assessed if the completed application form and appropriate fee is not received by this department 48 hours prior to the event.***

If you wish to pay by credit card, you may submit this application form and all required attachments to:
accounts@co.madison.il.us . If you have any questions regarding billing, please call: (618) 296-6074

I affirm that the above information is true to the best of my knowledge and belief.

Applicant Signature: _____ Date: _____

Please return completed application form and fee to the Health Department at least 14 days prior to the event