

CITY OF OTTAWA

301 W. Madison Street, Ottawa, Illinois 61350

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Heidy Eisert - Riverfest Coordinator x 31

Website: www.ottawariverfest.org Email: riverfest@cityofottawa.org

Dear Owner/Organization,

Riverfest is just around the corner. It is time to submit your application to participate in the 2011 Ottawa Riverfest "Taste of Ottawa". We look forward to working with a great group of food vendors this year.

NOTE: Please read the following information carefully.

You will find the 2011 "Taste of Ottawa" food vendor agreement and application. Fill it out and return it as soon as you can. We have a reward for your quick response.

You will be contacted as to where your booth space will be.

I will try and honor all requests but the final decision will be made by the Riverfest Coordinator.

The "Taste of Ottawa" will be held in the West parking lot near the Veterans Memorial Bridge (same as last year). There is booth space on both the East and West sides of the "Taste" area.

**All of the locations will have access to grassy areas behind the booth
BUT not all of them have the same amount of grassy area.

If you are going to have a grill, you will need to get your application, fees, and all other information in as soon as possible because the first ones in have the first choice as to the most grassy area.

***IT IS IMPORTANT THAT YOU PROVIDE YOUR POWER NEEDS WITH YOUR APPLICATION.**

THIS WILL ALLOW US TO RUN ADEQUATE OUTLETS TO YOUR BOOTH.

NOTE: "Taste" parking permits that will be given to each food/beverage vendor MUST BE displayed in the front windshield of each vehicle and must be parked in the designated parking lot.

*****If the proper parking pass IS NOT displayed in front windshield of vehicle it will be towed at owner's expense.**

*****NOTE: APPLICATION AND ALL PAPERWORK MUST BE COMPLETE BY THE DEADLINE OF JUNE 10, 2011, IN ORDER TO BE INCLUDED IN ALL PRINTED MATERIAL**

Thank you for wanting to be included in this year's Riverfest, North Central Illinois' best community festival.

Questions? Please feel free to E-mail me at riverfest@cityofottawa.org or call me at the city of Ottawa.

2011 "TASTE OF OTTAWA"

What is the "Taste of Ottawa?"

The "Taste of Ottawa" has become La Salle County's premier outdoor festival.

This year we would like to introduce local residents and tourists to the truly international cuisine available in the area. Historically the "Taste" has been enjoyed by thousands, growing each year both in patrons and food vendors.

The fine dining of the "Taste" is complimented by a "Taste" of entertainment, including live music from local entertainers to national acts designed to transform downtown Ottawa into a family "tasting festival" for **four (4) nights.**

What does it mean for participating food vendors?

With thousands of potential patrons ready to sample your culinary fare, you have the opportunity to attract new customers. Again this year we expect the "Taste" to be the focus of radio-newspaper coverage that will not only draw crowds to the downtown event but will heighten public awareness of local cuisine.

Any vendor wanting to participate as a food vendor at the 2011 Ottawa Riverfest "Taste of Ottawa" **must submit to the Riverfest Coordinator the following completed documentation AND booth fee(s) by June 10, 2011.**

- 1. "Taste of Ottawa" Food Vendor Agreement/Application**
- 2. Booth rental payment of \$300.00**
(Make check payable to: Ottawa Riverfest)
- 3. Equipment information list (required by the electrician-the WATTS and AMPS must be included with all of the paperwork in order to be assigned a booth space)**

4. A copy of your current CERTIFICATE OF LIABILITY INSURANCE with limits NOT LESS than \$1,000,000

***NOTE: You must list the dates of the event and Riverfest Staff AND City of Ottawa 301 W. Madison Street Ottawa, IL 61350 as Certificate Holder and "Additional Insured"**

5. A copy of your current Illinois Business Tax (IBT) Number
or a copy of your current Illinois authorization of non-profit status

6. A Hold Harmless and Indemnification form

****JUNE 10 is the absolute deadline for inclusion in all printed material related to the "Taste of Ottawa".**

Food vendors must operate in total compliance with the La Salle County Health Department's Temporary Food Service Establishment Guidelines. The Health Department Staff will be on-site beginning **Thursday, August 4** around 3:00 p.m. for inspection.

*******NOTE: YOU MUST BE IN YOUR BOOTH AND READY FOR INSPECTION BY 3 PM.**
IF YOU ARE NOT READY FOR INSPECTION WHEN THE HEALTH DEPARTMENT IS THERE,
YOU WILL NOT BE ABLE TO OPEN YOUR FOOD BOOTH FOR THE 4 NIGHTS AND
WILL NOT BE GIVEN A BOOTH RENTAL REFUND.

NOTE: La Salle County assesses a fee and must be paid to the Health Department Staff during the inspection on Thursday, August 4.

Please contact the La Salle County Health Department at (815) 433-3366
if you have any questions.

The original Health Department 2-part form will be given to you to fill out during the inspection. If you are a non-profit organization, the fee will be waived if the proper paperwork is available on-site for the Health Department on Thursday, August 4.

PLEASE CAREFULLY READ THE FOLLOWING RULES AND REGULATIONS...

The city of Ottawa Riverfest sponsors and any and all other representatives of Riverfest 2011 are not responsible for any damage, injury or loss of any kind to applicant's group, staff, person(s), good from any and all causes whether intentional or unintentional.

Vendors may begin preparing their booths on Wednesday, August 3 any time after 12:00 p.m.

****All electrical equipment that vendor intends to use during the 2011 "Taste of Ottawa" must be on site and in place, no later than Thursday, August 4 at noon to ensure proper electrical hook-up and to avoid any potential electrical problems.**

**2011 Riverfest "Taste of Ottawa"
Hours of Operation**

Thursday, August 4	5:00 p.m. - 12:00 midnight
Friday, August 5	5:00 p.m. - 12:00 midnight
Saturday, August 6	5:00 p.m. - 12:00 midnight
Sunday, August 7	5:00 p.m. - 11 p.m.

BOOTH FEES AND SUPPLIES

Each food vendor booth participating in the 2011 "Taste of Ottawa" will be required to pay fees to the festival. The fee structure is based on 10% of each vendor's total revenues generated during the **four (4) nights of the "Taste of Ottawa" and a \$300.00 set-up fee**, which includes the following:

10' X 10' space

10' X 10" covered tent

Decorative table skirting

Four (4) outlets - 110V only, **if additional electric is needed**, read the "additional electric" section of this agreement **and please mark it on your application**

One (1) booth light

Garbage dumpsters and removal

Menu signage

Cash handling services

Food ticket printing

Overnight security

Promotional recognition in the official Riverfest advertising, if all your food vendor information is turned in to the city of Ottawa by June 10, 2011.

Availability of ice for purchase (**\$1.00 per #7 lb. bag, \$2.30 per #22 lb. bag, and \$1.90 per #9 block of ice**) from Riverfest Staff

Three (3) food vendor parking permits

Two (2) 8-foot tables

FESTIVAL TICKET INFORMATION

**NOTE: This year there is a \$4.00 maximum food price per item.
(We are trying to get it to be a "Taste of Ottawa")**

"Taste of Ottawa" strips of tickets will be sold at ticket booths at the event.

The face value of each ticket will be in \$1.00 increments. 10% of the gross sales will be returned to Riverfest. Three (3) weeks after the completion of the 2011 Riverfest "Taste of Ottawa", a payment voucher will be submitted for a check to be issued to vendor in the amount of 90% of gross sales minus ice, additional electric, city's GFI cords, if applicable, and any other fees or charges that may have incurred during the four (4) days of the "Taste of Ottawa".

All food and beverages purchased at a vendor food booth must be done with official Riverfest 2011 tickets.
NO CASH MAY BE ACCEPTED. Any vendor found to be in violation of this rule would be immediately shut down for the duration of the "Taste of Ottawa".

Each food vendor must be responsible for their own Riverfest tickets collected from the sale of food/beverage products. Tickets must be stored in the sealed container provided to vendor by Riverfest Staff.

Each food vendor must redeem their tickets within one (1) week of the close of the 2011 "Taste of Ottawa". This time period should allow each food vendor to count their own tickets. Tickets must be redeemed in the original nightly containers. **Nightly tickets should not be mixed.** This will allow for a nightly accounting of food/beverage sales. Tickets must be redeemed during the "Taste of Ottawa" nightly to Riverfest Staff or within one (1) week of the close of the "Taste" to the city of Ottawa, 301 W Madison St., Ottawa, IL Riverfest Staff will count tickets and make a full report to each vendor within three (3) weeks following the close of 2011 "Taste of Ottawa". If after food vendor has received their check and a counting discrepancy occurs food vendor will have one (1) week to schedule a meeting between Riverfest Staff and themselves for the purposes of recounting.

Any evidence of ticket tampering such as **acceptance of tickets other than the 2011 Riverfest "Taste of Ottawa" official tickets will result in penalties being assessed to the organization/business.** Riverfest Staff reserves the right to refuse the redemption of tickets if tampering has been evident.

FOOD BOOTH OPERATING REQUIREMENTS

Each food booth is required to make adequate food provisions in order to assure that they remain open and able to serve products through the entire duration of the 2011 Riverfest "Taste of Ottawa" hours. Food vendors must be open and ready to serve patrons by the designated starting times. Please note that times are not consistent every day of "Taste of Ottawa".

Participating food vendors are required to have the following:

- * A La Salle County Health Department Permit (provided by the Health Department).
- * Food vendor must visibly display the La Salle County Health Department Certificate of Temporary Food Service on their tent throughout the nights of the "Taste of Ottawa".

*** At least one (1) 10 lb. dry chemical fire extinguisher (pre-tested and in working order) in their food booth(s) at all times.**

The Fire Department will not provide this.

The CO2 fire extinguisher MUST BE THE DRY CHEMICAL TYPE.

*** All propane tanks must be STAKED and CHAINED on a flat surface as per the Ottawa Fire Department Inspector. The Fire Department will not provide this.**

The inspector will be checking to see that the above requirements have been met.

*** IF THE ABOVE REQUIREMENTS ARE NOT MET-YOU WILL NOT BE ABLE TO OPEN UNTIL YOU HAVE BEEN APPROVED BY FIRE DEPT.**

EQUIPMENT AND SUPPLIES NEEDED

Each food vendor must be responsible for supplying their own equipment and supplies necessary for the operation of their booth. Please note the following:

- * All food service equipment must be tested so that it does not trip or cause a power interruption during the "Taste of Ottawa". If a piece of equipment is found to be faulty causing power failures or interruptions, Riverfest Staff will immediately remove it from the food area.
- * Any extension cords used by food vendor that will be hooked into Riverfest power must be the heavy three (3) prong outdoor style cords (minimum wire size #12 AWG) to reach panels up to 50 feet.
- * Skids for storing food products off the ground as required by the La Salle County Health Department.
- * At least one (1) 30-gallon garbage can and plastic bags for storage of garbage with proper fitted lid for use inside and/or outside food vendor tent.
- * Buckets, bleach, sponges and paper towels to keep serving areas clean and sanitary.
- * Hand cleaner and/or plastic or rubber gloves for food workers and servers.
- * Hair nets to keep long hair from touching food, if applicable.
- * Shovel to remove ashes from grill, if applicable.

Potentially hazardous food, which consists in whole or in part, of milk or milk products, eggs, meat, poultry and fish shall be maintained at temperatures of 41 degrees F or below **OR** at an internal temperature of 140 degrees F or above. Where mechanical refrigeration is unavailable, ice from an approved source shall be used. However, food items shall not be stored in direct contact with the ice.

Food vendors must provide all eating utensils, i.e., plates, napkins, forks, spoons, etc., required for serving their menu items.

CLEAN-UP/SANITATION ISSUES

Each food vendor is required to maintain their tents and the immediate area behind each tent. All garbage created by the booth's food prep should be placed in plastic bags and taken to the nearest dumpster for removal. Food vendors are expected to clean their area regularly during the hours of the "Taste of Ottawa" and in particular at the time of closing each night. It is expected that each food vendor will leave their areas as clean as it was prior to the opening of each day. Riverfest Staff will provide water for both clean up and usage.

Food vendors will be charged a penalty of \$50.00 if Riverfest Staff has to maintain their area. Please remember that clean up is each food vendor's responsibility.

Hands and arms shall be washed and clean before starting work, washed after visiting the restroom and washed as frequent as necessary during the day. The minimum facilities shall consist of a pan, warm water, soap, and individual paper towels.

***NOTE: Smoking or other use of tobacco IS NOT permitted by food booth personnel in food preparation or sales area.**

VOLUNTEERS WORKING FOOD BOOTHS

Since there is no admission charge to enter the 2011 Riverfest "Taste of Ottawa", your employees, staff or volunteers may come and go as they please. It will be each food vendor's responsibility to monitor the number of people allowed into their food booth. For the sake of safety, we advise food vendors to limit the number of workers in each food booth. Please note the following requirements for employees, staff and/or volunteers:

- * **No eating** will be allowed or tolerated by food vendor workers inside of the food booth.
- * **No sleeveless shirts** (such as tank tops or muscle shirts) will be tolerated or allowed inside the food booth.
- * Long hair must be pulled back at all times inside food booths.

RECEIVING ASSISTANCE

Please work with Riverfest Staff regarding all questions or concerns that may arise during set-up, close down or during the hours of operation of the 2011 Riverfest "Taste of Ottawa". Riverfest Staff has knowledge of food safety procedures and has worked closely with the La Salle County Health Department as well as the city of Ottawa and electrician hired for this year's Riverfest. Riverfest Staff will be on-site to assist you in any way possible. Please keep in mind that Riverfest Staff has multiple issues to handle during the "Taste of Ottawa" and your patience and understanding are very much appreciated.

PARKING PERMITS

Three (3) vehicle parking permits will be issued to each food vendor booth participating in the 2011 Riverfest "Taste of Ottawa". Vendors will be required to display parking passes in any vehicle that occupies the vendor lot. There will be **NO PARKING ON ALBIN-STEVENSON ROAD (unless permission is given by the Riverfest Coordinator.)** *This road needs to be left open so emergency vehicles can get through. This road is used as the main entrance to the "Taste of Ottawa".*

NIGHTLY FOOD VENDOR BOOTH CLOSE-UP

All perishable food must be refrigerated. All equipment (whether electrical or otherwise) must be turned off, unplugged if possible. All perishable garbage must be properly bagged and thrown in dumpsters provided. No garbage is allowed to be left in or behind the food booth. For security reasons, please close tents after nightly clean up. No vehicles are allowed to enter the grounds until after the festival has closed and the crowds disperse. Riverfest Staff will provide overnight security. "Taste" area grounds will be washed thoroughly every night after close-up provided by Riverfest Staff.

FESTIVAL FOOD MENU AND PRICING

Contained within the 2011 Riverfest "Taste of Ottawa" application is a section requesting the menu items that each food vendor would like to offer. Riverfest Staff also requests the vendor clearly indicate the price of each food item, as it will be sold to patrons. **Keep in mind that the most frequent comment from the patrons is: "It costs too much to eat at the "Taste".** Once vendor menu items are approved by Riverfest Staff, no changes or alterations can be made to the approved selections without the prior written approval of the Riverfest Staff.

Riverfest will allow limited exclusivity of food items. Pizza will be the only exception to this rule. Only vendors who had pizza as a menu item in 2010 will be allowed to sell pizza in 2011. Riverfest Staff will determine which vendors will be allowed to sell exclusive items. Decisions will be based on vendor applications, precedence set by the vendor's previous year participation in the "Taste of Ottawa" and the best interest of the festival as a whole. Decisions made by Riverfest Staff will be final and binding.

NOTE: When pricing food items, please keep in mind that each ticket has a face value of \$1.00. If food vendor is liable for Illinois Sales Tax, food vendor, too, must pay this, when "Taste" has concluded. Menu pricing must be firm. No changes or alterations can occur after the opening of the "Taste of Ottawa".

NO CASH MAY BE ACCEPTED for the purchase of festival foods/beverages.

Riverfest Staff will provide vendor with menu signage. Signage is therefore the property of Riverfest and will be stored by the city of Ottawa. Damage to signage will cost vendor \$100.00 without exception.

BEVERAGES

Riverfest Staff alone reserves the right to administer the sale of pop, alcoholic beverages, related soft drinks and bottled water. No vendor may sell these items in cans, bottles, mix form, or by cup during the 2011 Riverfest "Taste of Ottawa". The city of Ottawa controls the exclusive liquor license for the "Taste of Ottawa".

ICE

All vendors must purchase ice exclusively from Riverfest ice chest. No ice may be transported to or produced at the "Taste of Ottawa" site unless approved by Riverfest Coordinator. Ice cost will be **\$1.00 each for a #7 lb. bag, \$2.30 each for a #22 lb. bag, and \$1.90 for a #9 block of ice.** Cost will be deducted from final payout to food vendors.

Only city employees are allowed to get bags of ice out of the ice trailer. There will be a city employee or Riverfest Staff member that will get the bag(s) of ice that you will need.

ADDITIONAL ELECTRIC...

Upon submission of application, vendor must put in writing the VOLTAGE AND WATTS OR AMPERAGE of each and every piece of electrical equipment that will be used during the four (4) nights of the "Taste of Ottawa". If vendor needs additional power, an additional \$65 per outlet will be charged to food vendor. If Riverfest Staff is not notified of a need for additional outlets, a deduction will be taken before final disbursement is made to food vendor.

ADDITIONAL BOOTHS...

Uniformity is vital to the ambiance of the "Taste of Ottawa" and because of this, if food vendor purchases an additional booth, the full \$262.00.00 will be assessed to vendor. The additional booth will contain the same items as the original booth purchased. There are no exceptions.

RIVERFEST 2011 "TASTE OF OTTAWA" FOOD VENDOR APPLICATION

PERSONAL DATA

Name of the Vendor's Business/Non-Profit Group: (Please Print)

Name of Person Engaged in the Vendor's Business/Non-Profit Group: (Please Print)

Permanent Address of the Business/Non-Profit Group: City County State Zip Code

Phone Number: () Cell Number: () Fax Number: ()

Email address:

SECURITY DATA

License Plate Number(s) of vehicle(s) used while at the "Taste of Ottawa" - (ONLY 3 VEHICLES ALLOWED)

BOOTH INFORMATION

Name as you want it to appear on signage: (Please Print)

Food Items Requested To Sell	Ticket Price

I/We have submitted:

- _____ Ottawa Riverfest "Taste of Ottawa" Food Application
- _____ Booth rental payment of \$300.00 (make check payable to: Ottawa Riverfest)
- _____ Equipment information list

_____ **A copy of current CERTIFICATE OF LIABILITY INSURANCE with limits NOT LESS than \$1,000,000.00 (naming the city of Ottawa/Riverfest Staff as additional insured along with the dates of the event listed)**

- _____ **A copy of current Illinois Business Tax (IBT) Number**
- _____ **or a copy of current Illinois authorization of non-profit status**
- _____ **Hold Harmless and Indemnification form**

I/We have read and fully understand the 2011 Riverfest "Taste of Ottawa" Food Vendor Application and attached agreement and will hereby comply with all rules set therein. I will notify all my staff, workers, and/or volunteers of the rules outlined herein and will comply with same.

Signature of the Vendor

Date