St. Charles History Museum recognizes that the city of St. Charles has been a hub for unique cuisines and spirits. As a community organization, we believe the goal of the Best of St. Charles Foodie Fest is to support the community and provide an opportunity for the businesses to showcase their products to a wide, public audience. The museum plans to highlight the history of the buildings that participating businesses currently occupy in order to give attendees a historic tour of St. Charles. Fostering a strong relationship with community businesses and residents is an important goal of the museum.

Contact: amandawolf@stcmuseum.org or 630.584.6967
FOODIE FEST FACT SHEET

PLEASE READ ALL THE INFORMATION BELOW BEFORE SUBMITTING CONTRACT

BY SUBMITTING AND SIGNING CONTRACT YOU ARE AGREING TO ALL OF THE TERMS AND CONDITIONS BELOW ALONG WITH YOUR PARTICIPATION IN THE BEST OF ST. CHARLES FOODIE FEST AND YOUR COMMITMENT TO THE ST. CHARLES HISTORY MUSEUM

Location: Top deck of the parking garage at the corner of Walnut St. and 3rd Ave. Located behind St. Charles History Museum.

Time: 5pm to 9:00pm

Food Service: 5:15pm to 8:30pm

Ticket Price for event: $50 per person
   $5 extra for all you can eat
   $10 Craft Beer and Wine Tasting
   Additional drink tickets for purchase

What is included with tickets: 5 food tastings and 2 drink tickets

Age of attendees: 21 and over event

Number of attendees expected: 300+

Early sign up incentive: First 8 restaurants to submit all documentation completely filled out by April 1st will be featured at the Eddie Volkman’s VIP Tasting Table with 103.9 The Fox. (see attached form)

Due date of application: May 12, 2018

Booth Fees: In-Kind Donation with benefits

Tax exempt: The St. Charles History Museum is a 501(c)3 not-for-profit organization, and as such all donations to the Museum are tax-deductible to the fullest extent of the law. Our FEIN number is 51-0168405. Our Illinois sales tax exemption number is 9962-1622-05

Participation:
   • Exclusivity is not granted to any participant
   • This is a rain or shine event and will remain open regardless of weather conditions, although operations may suspend during severe weather
   • The Participant agrees to be open from the start to end of the event and no merchandise may be sold with the event
   • The participant agrees to conduct its business in a manner that is most likely to enhance the success of the event.
   • Participants are directly responsible for all violated village fines & ordinances.
   • Vendors and their employees must maintain the highest degree of professionalism in their booths and on event grounds at all times.
   • Lastly we do not require, but do encourage vendors to advertise and share the event on social media such as Facebook and Instagram with the obvious goal of spreading the word and making this a fabulous event for buyers and sellers alike.
Set Up and Strike Down

- **Booth Setup Start:** 10am
- **Booth Setup End:** Booth and electricity need to be set up by **3pm**
- **Food Setup:** Need to be set up for health inspection by **4:30pm**
- **Take Down:** Starting at 9pm or next morning between 8am & 9am
- Vendors will be allowed to pull cars to their booths on the deck between hours 10 to 4
- Vehicles are not permitted back onto deck until 30 minutes after closing and make sure you are ready to load before bringing your vehicle back in to help speed up the process of tear-down.

Benefits of donation:

- Historic photos and history of building where restaurant is located will be provided for display at the event
- Sponsor name and/or logo featured in 94+ shared radio advertisements and live on air mentions with 103.9 The Fox and Eddie Volkman
- Sponsor name and/or logo prominently displayed on all published materials
- Sponsor name and/or logo recognized in the program for the event, website and shared on social media prior to the event.
- Sponsor name and/or logo on napkins
- Food and drink tickets for up to 4 individuals working at the booth
- (4) Four event tickets to be given out to friends and family aged 21+

Museum will provide:

- The participant will be assigned a booth space with the approximate square footage of 10 feet by 10 feet.
- One 6x6 table
- Standard size serving bowl for consistency of tasting size.
- Utensils and napkins

Required to bring to event:

- Pop up tent and weights for tent
- Food preparation and serving tools
- Extension Cords
- Enough food for our attendees at all times

Required to provide museum at submission of contract:

- Signed form & contract
- Copy of liability insurance to museum with application
- Proof of Kane County Health Department Non-Profit Event Application fulfillment
- Advertisement information & logo
- Menu
**Worker Entry/ Wrist Bands:** Each Vendor will receive the number of applied for wristbands corresponding with the total number of workers you expect throughout the course of the night. You will pick up these wristbands when you arrive at setup. You will be responsible for distributing the wristbands to your employees and ALL employees have to be 21 or over in age.

**Compliance with Laws:** The Food Booth/Restaurant represents and covenants that it is now, and shall at all times during the term of this Agreement, remain in compliance with applicable federal, state and local laws, ordinances and regulations governing the rights, obligations and performance of the Food Booth under this Agreement. Without limitations of the foregoing, the Food Booth shall at all times comply with health and safety requirements and shall obtain necessary licensing or permits for the distribution of food and beverages at the Food Booth.

**Relationship of Food Booth and Foodie Fest Committee:** The relationship of the Food Booth/Restaurant and St. Charles History Museum under this agreement shall be that of independent contractors. The Food Booth shall not have the authority to bind Foodie Fest to any contract or agreement, nor shall the Food Booth represent to any person that it is the agent or representative of Foodie Fest.

**Force Majeure:** Neither party shall be liable to the other for any delay or failure of performance due to government action, court order, civil disturbance, inclement weather, act of God, or other cause beyond the reasonable control of the party whose performance is delayed or prevented.

**Limitation on Liability:** Except as otherwise specified in this Agreement, neither party shall be liable to the other party for consequential damages, including lost profit or revenue, for any breach of the Agreement.

**Sanitation and Clean Up Assistance:** At all times during Foodie Fest, the Food Booth shall maintain the booth and the area surrounding the booth in conformity with all applicable sanitary and health laws and regulations and shall also keep the booth and surrounding area neat, clean, and free of accumulated refuse and debris. Foodie Fest shall provide trash receptacles for disposing of all refuse and debris arising from its food preparation and sale, with such disposal to be conducted in accordance with directions given by Foodie Fest. The Food Booth shall provide adequate workers or volunteers for clean-up of the booth area in accordance with regulations and directions provided by Foodie Fest.

**Security:** Participants are solely responsible for all items in their booths during the event. Security will be on-site during the event, they are there to ensure the safety and security of the event as a whole and not individual spaces. St. Charles History Museum and the event staff are not responsible for any items lost, stolen, or damaged.
FOODIE FEST APPLICATION

Restaurant Name: ____________________________________________________________

Description of Business: _____________________________________________________

Primary Contact: ____________________________________________________________

Address: ___________________________________________________________________

City, State, Zip: ______________________________________________________________

Phone Number: ______________________ Secondary Number: _____________________

E-mail: _____________________________________________________________________

Website: ___________________________________________________________________

Social Media Address/ Tags: __________________________________________________

Facebook: __________________________________________________________________

Twitter: ___________________________________________________________________

Hours of Operation: ___________________________________________________________________

Notable Special Events: ___________________________________________________________________

Additional Products: ___________________________________________________________________

(The above information will be how your company will appear on our website and on Foodie Fest print materials. Please make notations below if you want your information to appear differently than above.)

Electricity Needs

How Many Outlets: ___________________________________________________________________

Wattage Needed: ___________________________________________________________________

Kane County Health Department

Have you submitted application and paid application fee: ____________________________

If yes please provide date of submission: ____________________________________________
Each Food Booth restaurant is required to provide a minimum of two offerings.

Please provide full details about each item including information about allergens that may be present such as gluten, egg, soy, milk, nuts, fish, shellfish

Menu Item 1: 
Description: 

Menu Item 2: 
Description: 

Menu Item 3: 
Description: 

Drink (NON-ALCOHOLIC)

Description:
THIS IS AN AGREEMENT between St. Charles History Museum and ________________________________________________________________________________________________

Company Sponsoring the Food Booth

IN Witness WHEREOF, the parties have reviewed, will comply with, and will exclude the full content of this Agreement.

Name of Organization: ________________________________________________________________________________________________
Date: ____________________________________________________________________________________________________________
Print Name: ______________________________________________________________________________________________________
Title: __________________________________________________________________________________________________________
Signature: _______________________________________________________________________________________________________

St. Charles History Museum
Date: ____________________________________________________________________________________________________________
Print Name: ______________________________________________________________________________________________________
Title: __________________________________________________________________________________________________________
Signature: _______________________________________________________________________________________________________