



Long Grove Chocolate Festival Restaurant Application

May 19-21, 2017

Application Deadline: April 14



Date Received: _____
(office use only)

Business Name _____

Contact Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Email Address _____

On-site Contact (if different) _____ Cell Phone _____

Are you a B1 District Restaurant? Yes (\$100 discount on the fee is available for B1 District Member Restaurants)

Event Fees

(see terms and conditions for details)

10x10 Space 20% of Gross Sales

10x20 Upgrade Fee \$500 X qty _____ \$ _____

Mandatory Fee per booth location \$ 100

Electricity
(terms & conditions) \$150 X qty _____ \$ _____

Equipment Rentals

10x10 Tent \$220 X qty _____ \$ _____

10x20 Tent \$300 X qty _____ \$ _____

Tent Wall
(10ft panels) \$20 X qty _____ \$ _____

8ft Table \$15 X qty _____ \$ _____

Chair \$5 X qty _____ \$ _____

Water Barrels
(incl. in tent rental) \$25 X qty _____ \$ _____

Total Due \$ _____

Payment Method

Check or Money Order # _____
Payable to: Long Grove Business and
Community Partners

Credit Card – 5% processing fee on all CCs

Card # _____

Exp. _____ Sec. Code _____

Billing Address _____

City _____ State _____ Zip _____

Applications can be mailed to:

Ravenswood Events Services
Cc: Long Grove Chocolate Festival
1100 W. Cermak Rd., Suite C411
Chicago, IL 60608

Emailed to: zac@ravenswoodevents.com

Questions? email or call 312-633-2600

No cash transactions, food and beverage tickets are used during this event. Tickets will be sold by the event to attendees, and then collected by the vendors. Ticket redemption will happen on Wednesday, May 24.

By signing and submitting this application the applicant has read and agrees to all terms and conditions in the following pages of this application and agrees to all payments above being processed.

Signature: _____ Date: _____

Print Name: _____

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Restaurant Application**

Menu Items – Should be listed how you wish them to appear on your menu sign

There is a 5 item limit, but a 6th item may be added if it is an item with Chocolate

Price

1 Tix = \$1

1.	_____	_____	Tix
2.	_____	_____	Tix
3.	_____	_____	Tix
4.	_____	_____	Tix
5.	_____	_____	Tix

Chocolate Item (required) _____ **Tix**

Please note that menu items may be adjusted until April 21. To change a menu item or the price of an item please email zac@ravenswoodevents.com. After April 21 menu signs will be sent to print and cannot be changed.

Menu Signs

All restaurants will have menu signs printed for them by the event. The image below shows how the menu signs will be formatted (design is subject to change).



Please send a .eps version of your logo to Zac Schiffman at zac@ravenswoodevents.com.

Lake County Health Department

It is up to each food vendor to get all the necessary permits from the Lake County Health Department to be able to operate their booth. The Health Department will be doing on-site inspections during the festival. Any questions please contact Darcy Morrison at 847.377.8026.

Long Grove Chocolate Festival 2017

Restaurant Application Terms and Conditions

Event Details

- The Event will take place May 19, 20, & 21, 2017.
- The Event hours are Fri:11am-11pm, Sat: 10am-11pm, Sun: 10am-6pm.
- The festival location is 308 Old McHenry Road, Long Grove, IL 60047.

Participation

- Exclusivity is NOT guaranteed to any participant, but the festival does try and not have duplicate menu items.
- The producer does not guarantee any revenues to be generated by the participant.
- This is a rain or shine event and will remain open regardless of weather conditions, although operations may be suspended during severe weather.
- The participant agrees to sell only what is listed and accepted within the application. If the participant wishes to sell other merchandise they must get written consent from the producer prior to the event.
- No merchandise may be sold with the event or Long Grove logo without prior written consent of the producer.
- No Vendors may sell alcoholic beverages. Only Food Vendors may sell non-alcoholic beverages.
- The event will supply vendors with their temporary business license, all other permits and approvals must be obtained by the participant.

Application Process

- Applications are to be fully filled out and submitted by the participant to Ravenswood Event Services by sending it via mail to 1100 W. Cermak Rd, Unit C411, Chicago, IL 60608 or via email to zac@ravenswoodevents.com.
- Applications must be submitted with FULL PAYMENT to be considered.
- The application deadline for all participants is April 14, 2017, which means applications must be in-hand at Ravenswood Events by that date.
- If the participant needs to change their application in anyway it must be done in writing.
- All applications will be reviewed the following week and participants shall be notified via the email on the application if they have been accepted or rejected by April 21.
- If your application is denied you will receive a full refund.

Fees

- \$25 Fee for a Temporary Business License. This license permits you to sell merchandise on the street of Long Grove. You must get this license to be able to sell at the festival regardless of whatever business license you may have. This permit will be gotten for you by the producer.
- \$25 Fee for a Fire Inspection. The fire department comes around and applies a \$25 fee for every tent they inspect.
- \$50 Historic Downtown Administration Fee.

Payments

- Full payment must be sent with the application.
- Payments may be processed once they are received.

- No participant will be allowed on the event site without full payment being successfully processed.
- Checks and money orders made out to the Long Grove Business and Community Partners or major credit cards are accepted forms of payment.
- All credit card transactions will have a 5% processing fee
- Participants will be charged a \$30 fee for a returned check

Cancellations

- Cancellations must be done in writing.
- A \$50 non-refundable administration fee will be applied to any cancelled applications.
- Cancellations made after April 14 will not be entitled to a refund of the payments already made and may also be subject to a \$300 cancellation fee.

Contract Cancellations

- The producer has the right to control all aspects of the event.
- The producer reserves the right to cancel a vendor contract at any time for the good of the festival, by its sole discretion.
- Any cancellation by the producer will result in fees being refunded to the vendor if they have followed the rules and regulation.
- A cancellation or suspension by the producer resulting from failure to meet or maintain guidelines stated within will not be eligible for refunds.

Refund Process

- All refund checks will be made out to the account holder listed on the initial payment, unless otherwise specified.
- Event cancellation due to inclement weather or Acts of God will not result in the refunding of your fees.

Booth Space

Location

- The participant will be assigned a booth space with the approximate square footage of 10 feet by 10 feet with cooking space reserved behind their booth.
- The location of the participant's space within the event shall be determined by sole discretion of the producer.
- Participants agree to accept the space assigned by the producer
- The producer reserves the right to relocate a vendor when necessary even after a space has been assigned.
- The participant agrees to conduct its business only within the space assigned by the producer.

10x20 Upgraded Space

- A merchant who wishes to expand their space into a 10x20 may do so for a fee of \$500. Request will depend on space available.
- A 10x20 space is allowed to add a second menu sign with 5 additional items.

Set Up & Strike

- Each participant is responsible for setup, tear down, and clean-up of their stand. No assistance will be available on-site.
- Load-in will begin on the Thursday evening before the event for those wanting to set up early. It will continue on Friday morning. Exact times will be provided prior to the event.
- Participants will also be able to pull their cars on-site at 8am on Saturday and Sunday.

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Restaurant Application

- Cars must be cleared off site 1 hour before the festival opens.
- Cars are not permitted to re-enter site until the producer gives an all clear about 30 minutes after the posted closing time.
- Vehicles are allowed to pull up to booths to unload materials. After a car is unloaded it is to immediately be removed from site to allow other participants access to their booths.
- There will be designated space during the festival near the food booths that cars can make food deliveries during the day. But cars will not be able to pull directly up to the booth till the festival is closed.
- Items left on-site after the event on Sunday will be disposed of.

Equipment and Signage

Tents/Canopies

- All booths must have a canopy. One may either be rented from the event or the participant may bring their own.
- No canopy may exceed 10ft in height.
- All canopies must be **properly weighted** prior to the start of the event. Water barrels may be rented through the event and these will be set up prior to your arrival.
- All tents rented through the event will include proper weighting.
- Tent walls are not provided for tents rented through the event.

Cooking Equipment

- All food vendors are required to supply their own cooking equipment.
- If a food vendor is renting cooking equipment and they use AAA rentals mention you are with the Long Grove Festival and the delivery fee will be waived. The event will receive your equipment and have it waiting in your booth location.
- Please be sure you follow all safety rules at all times in regards to your cooking equipment, there will be on-site inspections.
- If you have a grill you are required to have a **K class Fire extinguisher** in your booth at all times.

Signage

- A menu sign listing your items and prices will be provided for you and installed. You may not sell any items, besides non-specialty beverages such as a can of soda, a bottle of water, etc.
- Descriptive signage may be displayed in your booth but no signs may go above or be on the same level as the menu sign and all signage must remain in you booth.
- The producer has the right to ask you to remove any signage they decide is inappropriate or is not within the aesthetic of the festival at any time.

Electricity

- Electricity is not provided for any reason unless it is ordered ahead of time.
- Personal generators are PROHIBITED.
- If electricity is ordered a distribution box will be located near your booth made up of standard 110v outlets.
- Please share a list of what you will be using the electricity for and any specialty outlets so the event can ensure there will be enough electricity located in your area for your needs.
- If you are requesting more than 4-110v outlets worth of electricity an additional fee will be applied.

- The participant is responsible for all extension cords and power strips necessary to get the electricity from the distribution box to their booth.
- Any service disruptions and/or blackouts will not result in a rebate or refund.
- All booths with electricity **must have a fire extinguisher.**

Operations

- The participant agrees to be open during all festival hours.
- The participant shall maintain its space in a neat, clean, and sanitary condition and shall dispose of all trash produced.
- If a booth space is left in disarray the vendor may be subject to a fine of \$100 and/or loss of vending privileges.
- Vendors MUST remain within their 10x10 booth space and may not conduct any business while wandering around the event.
- All walkways, including any behind the booth must be left unobstructed unless otherwise indicated.
- Running water is NOT provided.
- No amplified sound may be played from the booth including recorded or live music.
- Drilling in the streets is not permitted. Violators will be subject to a fine of \$200 and/or space cancellations.
- Participants are directly responsible for any violated village ordinances and fines.
- Vendors and their employees must maintain the highest degree of professionalism at all times.
- The producer reserves the right to ask a participant to cease any action they decide is not in the best interest of the event.

Security

- Participants are solely responsible for all items in their booth both during the festival and things left overnight.
- While security will be on-site during the event and overnight, they are there to ensure the safety and security of the event as a whole and not individual spaces.
- The producer and the event are not responsible for any items lost, stolen, or damaged.

Indemnification

- The participant shall comply with all local, federal, state, and municipal laws and ordinances.
- The Village of Long Grove, the LGBCP, Ravenswood Event Services, its officers, directors, and members, related festival providers of goods and services, or any participating sponsor will NOT be held responsible for any injury, loss, or damage that may occur to the vendor, or to the vendor's employees or property from any cause whatsoever prior to, during or subsequent to, the period covered by the vending contract.
- By submitting this application, the participant further agrees to indemnify and hold harmless the Long Grove Business and Community Partners, The Village of Long Grove, IL, Ravenswood Event Services, its officers, directors, and members, from and against any and all claims for personal injury, loss by theft or damage, whether to the Participant, its agents or employees or any third party, caused in part or in whole, by the participation of the Participant in the Event.