



FOOD VENDOR APPLICATION/CONTRACT

Cedarhurst Art & Craft Fair
September 8, 9, 10 - 2023
Mt. Vernon, IL

Vendor Name: _____

Contact: _____

Contact Email Address: _____

Contact Mailing Address (City/State/Zip): _____

Contact 1 Daytime Telephone: _____ Contact 2 Daytime Telephone: _____

Product(s) to be sold: **(provide as detailed description as possible and price of each menu item):**

Requesting electrical power source? (Please describe equipment and **power amperage** needs for everything you will be plugging in) Note: extension cords, adapters, water hoses, etc. are NOT provided by Cedarhurst):

Will you need a barrel to dispose of grease? Yes _____ No _____

This contract: **To Provide Food Concession Service at the 2023 Cedarhurst Art & Craft Fair** is entered into on the date signed below between:

(A) Cedarhurst Center for the Arts _____ (hereinafter referred to as "Cedarhurst")
and Food Vendor (B) _____ (hereinafter referred to as

"Vendor") In consideration of a non-refundable \$300 booth fee, **payable by July 20, 2023**, Cedarhurst agrees to provide Food Vendor Space of 20'x20' and, if requested, electrical service to use in the setup and operation of a food booth at the 2023 Craft Fair. The following terms and conditions apply and are agreed:

- Vendor will set up the booth by 3:00 pm on Friday, September 8, 2023
- During setup, Vendor is allowed 1 hour to unload, and then vehicles must be moved to the designated parking area. Vehicles making deliveries to food vendors on Saturday & Sunday, Sept. 9 and 10, 2023 must be off the grounds by 8:30 am
- Vendor will have the food booth open during the hours of the craft fair: from 4:30 to 8:00 pm on Friday, September 8 and 10:00 am to 5:00 pm on Saturday and Sunday, September 9 and 10, 2023
- Only one vehicle per food vendor is permitted onto the fairgrounds and must be parked in the designated area for concessionaires parking.
- Electricity and water are available for vendor use as requested on the application. No buildings, appliances, or equipment of Cedarhurst will be used unless arranged with the director/ coordinator prior to the craft fair.
- The museum will provide security during fair hours
- Vendor will receive 6 free craft fair admission wristbands (2 per day) in advance. Additional admission wristbands can be purchased in advance at a discounted price. All food vendor workers must have an admission wristband for entry each day during craft fair hours OR pay admission price at the gate.
- Vendor will clean up the rented space area and dispose of any trash at the end of the craft fair on Sunday
- **Vendor** will provide a Certificate of Insurance showing proof of liability insurance coverage naming Cedarhurst Center for the Arts as an additional insured and carrying a minimum of \$1,000,000 coverage. The certificate must be filed with Cedarhurst on or before **August 11, 2023**.
- Vendor acknowledges there will be no refunds for cancellations.

Agreed and signed by:

Authorized Food Vendor representative: _____

Name of Organization or Commercial Vendor Business: _____

Print Name & Title: _____

Cedarhurst Representative: _____

Print Name & Title: Heather Owens, Cedarhurst Center for the Arts, Chief Financial Officer

Date: _____