



## **2019 VENDOR PACKET** **Friday, June 7 and Saturday, June 8, 2019**

### General Vendor Information

Thank you for choosing to participate in the 2019 International Horseradish Festival. Each year the Collinsville Chamber of Commerce and the IHF Executive Committee reviews the rules and regulations and makes changes to better suit our festival as a whole, and to be sure that all of our attendees are safe and our vendors profitable. Please be sure to read the applicable sections of this packet completely before submitting your application, as you will be held responsible for its contents.

The festival will return to its new home in beautiful Uptown Collinsville. Our goal is to grow the festival to at least 25,000 attendees! The fest will run Friday, June 7, 2019 from 11 a.m. – 10 p.m., and Saturday, June 8, 2019 from 10 a.m. – 10 p.m. Early closure is not allowed; all booths must remain open until 10 p.m. No vehicles are allowed on the street before the police have cleared and opened the streets. You are encouraged to remove all items from your booth at the close of each day; the IHF is not responsible for theft, loss or destruction of property.

Each Food Booth Vendor must supply a working fire extinguisher of at least 2.5 lbs. Each Food Booth Vendor must supply own 3-prong extension cords up to at least 100'. Each Vendor must obtain their own change and their own ice during the Festival. Vendors must bring their own tent if they need/want one. IHF will not provide tent rental for vendors.

All vendors must provide the IHF Food Vendor Chairperson with a Certificate of Insurance. Please contact your insurance representative and this certificate will be provided at no cost to you. This certificate must be submitted at least 30 days prior to the Festival or you may not be allowed to participate and all moneys will be forfeited.

Please review the Festival Rules and Polices as there have been a few changes. Please see Vendor Rules, Food Vendor Information, Financial Obligation, and Clean-up Requirements & Information, and Madison County Health Permit Application Information, all provided as part of this packet.

Once your application is received and reviewed, you will receive a written confirmation of your acceptance as a vendor. You can speed up this process by providing an email address where requested; email is the preferred method of contact as it is the fastest way to provide information in written form. Information will only be mailed when there is no email address available. Vendor approval will not be given verbally over the phone.

Questions should be addressed to Jeri-Lynn Crafton, Food Vendor Chairperson, by email to [craftonplumbing@att.net](mailto:craftonplumbing@att.net). She can also be reached by phone at 618-781-2371. Please remember that email is the preferred method of contact.

### Food Vendor Information

- Arrival and Setup: Thursday, June 6<sup>th</sup> after 6:00 pm. Friday, June 7<sup>th</sup> from 7 am – 9 am. Committee members will be on hand to assist you when you arrive. **Under no circumstances will vendors be allowed access to the Fest grounds after closing hours. Members of the Security Team will strictly enforce this rule and are not authorized to make exceptions.** Be sure to complete the electricity and space needs portion of the application completely to ensure your needs are met upon arrival. Failure to indicate your needs may delay your setup and we may not be able to accommodate you.
- **Vendors with Horseradish Recipe menu items will be given preference for our Festival, even if you have been a part of it in prior years!** Although the committee will make every effort to limit the number of vendors selling any one item, **the exclusive sale of any particular item is not absolutely guaranteed.** All food items must be identified on the form provided and approved in advance. The Fest Committee reserves the right to invite Vendors as necessary to ensure variety and Fest success; Vendor Fees may be waived or discretion at the discretion of the Fest Committee.

- **Vendor Fees (same as 2018):**

For Profit Business:	10 x 20 Booth - \$750	10 x10 Booth - \$475
Not For Profit Organization:	10 x 20 Booth - \$500	10 x10 Booth - \$300
Local Not For Profit Organization or Civic Group:	10 x 20 Booth - \$250	10 x 10 Booth - \$150

- **Rental Fees:** *Rental must be requested and payment must accompany application.*

8 ft. Table . . . . . \$8 / each  
Chair: . . . . . \$2 / each

- All beverages on Fest grounds must be served in plastic, foam or paper containers. The Fest Committee shall award and control the sale of all beverages, including alcohol, and all soft drinks such as soda, coffee, tea, lemonade and bottled water.

- D. Cleanup Fee: Clean up of the Horseradish Festival grounds is the responsibility of every participant. Each participating organization must submit a **\$100 cleanup deposit check**, with a note in the memo field "IHRF Clean Up", with its application. Shortly after the close of the festival each day, a representative of the Horseradish Festival Committee will check each booth and ensure the area has been properly cleaned. **The Horseradish Festival clean-up crew is NOT responsible for your area.** If the area has been maintained each day, pending final inspection on Saturday evening, the original cleanup check will be returned. **All trash generated by your booth must be placed in one of the dumpsters provided, not in the trash cans located on Festival Grounds. Any vendor dumping trash in the trash cans will forfeit the clean up check.**

Applications should be submitted to: Collinsville Chamber of Commerce, IHF Food Vendor, 221 W. Main St., Collinsville, IL 62234 **no later than April 26, 2019.**

For more information on the Festival, visit [www.horseradishfestival.com](http://www.horseradishfestival.com). For more information on the City of Collinsville, visit [www.collinsvilleil.org](http://www.collinsvilleil.org) or [www.discovercollinsville.com](http://www.discovercollinsville.com).

Thank you for your interest in Collinsville and the International Horseradish Festival. We look forward to seeing you at the Fest!!



## 2019 HORSERADISH FESTIVAL FOOD VENDOR APPLICATION PACKET

Your packet should include the following information: missing items can be obtained by downloading from [www.horseradishfestival.com](http://www.horseradishfestival.com) or by emailing your request to: Jeri-Lynn Crafton at [craftonplumbing@att.net](mailto:craftonplumbing@att.net).

1. Rules, Regulations and Policies--including fees and Festival dates and hours
2. Vendor Application Form
3. Food/Beverage/Electricity & Space Needs Information Sheet
4. Activity Indemnification Agreement
5. Madison County Health Department Temporary Food Service Permit Application
6. Madison County Health Department Checklist

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Return completed application packets to:  
Collinsville Chamber of Commerce, IHRF FOOD VENDOR, 221 W. Main St., Collinsville, IL 62234  
Or email to [craftonplumbing@att.net](mailto:craftonplumbing@att.net)  
DEADLINE: April 26, 2019

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Please complete the following and include this coversheet with application. **Failure to include the items below will result in delay or denial of your application.**

- [ ]  2019 Vendor Registration Form Included
- [ ]  Food/Beverage/Electricity & Space Needs Information Sheet Included
- [ ]  Horseradish Festival Activity Indemnification Agreement Included
- [ ]  Proof of Insurance Included
- [ ]  Check for Entry Fee & Tent Rental Included: Check Number \_\_\_\_\_ Amount of Check \$ \_\_\_\_\_
- [ ]  Separate Check for Clean Up Deposit Included: Check Number \_\_\_\_\_ Amount of Check **\$100.00**

**NOTE: FOOD AND BEVERAGE VENDORS Return *Madison County Health Department Temporary Food Service Permit Application* DIRECTLY to the Madison County Health Department at the address noted on the form. DO NOT INCLUDE THE HEALTH DEPARTMENT FORM WITH YOUR VENDOR APPLICATION.**

*I have read, understand and agree to the 2019 Rules, Regulations and Policies noted herein.*

Printed Name of Authorized Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

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DO NOT WRITE BELOW THIS LINE. FOR OFFICE USE ONLY

## **2019 Horseradish Festival Rules, Regulations and Policies**

1. The Horseradish Festival Executive Committee is the approving entity with regard to the Horseradish Festival and its activities, and all decisions made by the individuals representing this organization shall be considered final.
2. The Horseradish Festival Executive Committee reserves the right to refuse any application, and to limit, reject or alter booth decorations and displays. **Preference will be given to vendors who include horseradish recipe items at their booth.**
3. The use of freestanding advertising or the distribution of marketing materials must be pre-approved by the Executive Committee. Unapproved activities will be immediately terminated by the Committee. Organizations, businesses, politicians, and individuals receiving approval to distribute promotional materials or literature are responsible for cleanup of any litter created by discard of said materials.
4. The Madison County Temporary Food Service Permit must be obtained directly from Madison County and must be displayed in the booths at all times during the Fest.
5. To maintain the spirit of the Festival, organizations are encouraged to serve food made with horseradish or food intended to be eaten with horseradish. (See # 2) The Executive Committee approves all menu items submitted and reserves the right to approve or deny the sale of any food item(s) by any vendor(s). To ensure the greatest food variety, the Committee will limit the number of organizations serving any one food item; however, **exclusive sale of any item may not be guaranteed.**
6. Raffles are allowed as a part of a vendor's festival activities. However, a raffle may not be the primary activity of the organization at the festival.
7. The Executive Committee reserves the right to award and control the sale of all beverages. This includes alcoholic beverages, soft drinks and bottled water.
8. To avoid accidents with cans or bottles, all beverages on the grounds of the Horseradish Festival must be served in plastic, foam or paper containers. No glass of any kind is permitted.
9. Participating vendors are responsible for any theft, loss, or destruction of property from their booths. Participants are encouraged to remove all items from their booths at the close of each day. Site will be patrolled by Collinsville Police Officers.
10. All electrical needs must be requested on the form provided in the application packet. Due to limited availability of electrical power on Main Street, additional electrical appliances (radios, coffee pots, etc.) are not permitted in the booths without prior approval. 110v electric located on poles; NO 220v AVAILABLE. Generators must be approved by fest committee with this application. Vendor to supply two 3-prong 100' extension cords.
11. Each booth must supply an ABC fire extinguisher of at least 2 ½ pounds.
12. Participating organizations are responsible for obtaining their own change and ice during the festival.
13. The Horseradish Festival has sole right over the sale of Horseradish Festival souvenirs prior to, during and after the Horseradish Festival.
14. The Horseradish Festival has exclusive use and has the right to bring legal action against those who infringe upon the protection given by Trademark.
15. Every participant contributes to the continuation of the International Horseradish Festival. A portion of your booth fee is used by the Executive Committee for entertainment, prizes, promotions, publicity, decorations, clean-up, security and other expenses necessary to stage a safe, successful event.

**GREEN FESTIVAL:** The Horseradish Festival will be making every effort to utilize recycling and recyclable materials throughout the fest. Vendors are asked to assist with these efforts at their booths when at all possible.



## 2019 HORSERADISH FESTIVAL VENDOR APPLICATION

The application deadline is 5 pm on April 26, 2019. Late submittals *may* be considered, but will likely be severely restricted on the sale of food items of choice. Participation in past festivals does not guarantee acceptance for this year.

ALL APPLICATIONS MUST BE COMPLETED IN FULL AND MUST INCLUDE ALL REQUIRED DOCUMENTS AS NOTED ON THE COVER SHEET. FAILURE TO DO SO WILL RESULT IN DELAY OR DENIAL OF YOUR APPLICATION.

Collinsville Chamber of Commerce, IHF Food Vendors, 221 W. Main St. Collinsville, IL 62234

If you have any questions, please see [www.horseradishfestival.com](http://www.horseradishfestival.com) or [craftonplumbing@att.net](mailto:craftonplumbing@att.net)

### PLEASE TYPE OR PRINT CLEARLY:

Organization/Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Where can we reach you? Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Home: \_\_\_\_\_

Email address (this is the preferred method of contact): \_\_\_\_\_

**PLEASE CHECK ONE:**

\_\_\_\_\_ Non-profit organization. Tax Exempt Number (required): \_\_\_\_\_ \$500 10x20 \$300 10x10

\_\_\_\_\_ For profit business. Tax ID Number (required): \_\_\_\_\_ \$750 10x20 \$475 10x10

\_\_\_\_\_ Collinsville Non-Profit. Tax Exempt Number (required): \_\_\_\_\_ \$250 10x20 \$150 10x10

Did your organization/business have a booth in a previous Horseradish Festival? If yes, list years attended: \_\_\_\_\_

Exclusive sale of any one food item is not guaranteed. Please see rules, # 5 and # 2.

Do you plan to hold a raffle? \_\_\_\_ Yes \_\_\_\_ No Item(s): \_\_\_\_\_

Space Requested: \_\_\_\_ 10 x 20 Full \_\_\_\_ 10 x 10 Half **Location is not guaranteed from year to year!**

\_\_\_\_ Own Tent/Trailer Size \_\_\_\_ x \_\_\_\_ . **Please attach a photo of portable tent, booth or trailer.**

**Other Rentals: 8 ft table - \$8 # \_\_\_\_\_ Chairs - \$2 each # \_\_\_\_\_**

Specify Electric Requirement: \_\_\_\_\_ **NOTE: Limited electric is available. 110v up to 30 amp is available. It is highly recommended to bring back-up generators approved by committee in advance.**

**Check # 1 –Payable to “International Horseradish Festival” Amount Enclosed**

Entry Fee: See Above	
Rental: Tent, table chairs If Requested Above	
Total Amount Check #1:	
<b>Check # 2 –Payable to Horseradish Festival Clean-up</b>	<b>Amount Enclosed</b>
Clean Up Deposit (Refundable)	\$100.00

Signature of Contact Person Listed Above: \_\_\_\_\_ Date: \_\_\_\_\_

## 2019 HORSERADISH FESTIVAL FOOD/BEVERAGE/ELECTRICITY & SPACE NEEDS INFORMATION SHEET

Organization/Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

<b>SECTION ONE: MENU ITEMS. ALL ITEMS REQUESTED MUST BE LISTED.</b> Menus may be included for information only, not for the purpose of requesting menu items.			
ITEM AND DESCRIPTION:	PORTION SIZE & PRICE:	PREPARATION METHOD: (fryer, roaster, grill, etc.)	METHOD OF KEEPING FOOD HOT/COLD: (ice chest, refrigerator, roaster, grill, etc.)
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ALTERNATE OR ADDITIONAL ITEM REQUESTED:	PORTION SIZE & PRICE:	PREPARATION METHOD: (fryer, roaster, grill, etc.)	METHOD OF KEEPING FOOD HOT/COLD: (ice chest, refrigerator, roaster, grill, etc.)
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ALTERNATE OR ADDITIONAL ITEM REQUESTED:	PORTION SIZE & PRICE:	PREPARATION METHOD: (fryer, roaster, grill, etc.)	METHOD OF KEEPING FOOD HOT/COLD: (ice chest, refrigerator, roaster, grill, etc.)

**SECTION TWO: OFF-SITE FOOD PREPARATION** Please complete if any food item is prepared off site.

Location of Off Site Food Preparation: Name of Establishment:  Address:	Contact Person At Establishment:  Phone Number:
List of Items Prepared Off Site	Method of Preparation and Transport:

**SECTION THREE: ELECTRICITY & SPACE NEEDS** Please list the electrical equipment you wish to use below (please be specific). Because electrical power is limited on the Festival grounds, we ask each vendor that requires electricity to limit needs to 30 amps, or - 110 volts. The power source will be within 75 feet of your tent. You will have to supply enough cord to reach that point. Your UL approved cord can be no smaller than 3 wire #12 and of the "U" ground type.

List All Electrical Equipment to be Used:	Voltage:	Additional Space Needs:	SPECIAL REQUESTS
<i>Example: Refrigerator</i>	<i>110</i>	<i>None</i>	
<b>List any vehicles/grills/trailers, etc to be parked at your booth and <u>attach photo.</u></b>	Size:	Will the vehicle be leaving the grounds on Saturday night?	
<i>Example: Pickup Truck (photo attached) Grill</i>	<i>4 x 4 longbed, extended cab 2' x 4'</i>	<i>Yes; please place my booth where I can get out on Saturday night. Please allow room for space around grill for safety purposes.</i>	

Do you need a continuous supply of water? Yes \_\_\_\_ No \_\_\_\_.

**INTERNATIONAL HORSERADISH FESTIVAL  
ACTIVITY INDEMNIFICATION AGREEMENT**

This agreement made by and between the International Horseradish Festival Committee (IHFC), Collinsville Chamber of Commerce, Inc. (CofC), and \_\_\_\_\_ (hereinafter Indemnitor):

Indemnitor has made a request to participate in the 2019 Horseradish Festival, and should the IHFC /CofC desire to grant the request, the IHFC/CofC requires that it be indemnified and held harmless from any and all liability, cost, and expense resulting or arising from such activity or activities.

**NOW THEREFORE**, it is agreed by and between the parties that in consideration of the Indemnitor being granted permission to participate in the Festival, Indemnitor agrees to indemnify and hold harmless IHFC/CofC, their members, employees, agents, and assigns from any and all claims, demands, losses, expenses, attorney's fees, liabilities, causes of action, and any and all other liabilities or responsibilities arising directly or indirectly from the activities of Indemnitor in connection with its participation in the Festival which shall include, but not be limited to, any negligent, willful, wanton, or intentional acts or omissions made by or on behalf of Indemnitor, its agents, employees, or assignees, or activities within its control or supervision, and shall further include the payment of Illinois Sales Tax on gross receipts unless Indemnitor is properly exempted.

FOR THE INDEMNITOR:

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Its Authorized Agent

For the INTERNATIONAL HORSERADISH FESTIVAL COMMITTEE

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Its Authorized Agent

For COLLINSVILLE CHAMBER OF COMMERCE, INC.

Dated: \_\_\_\_\_ By: \_\_\_\_\_  
Its Authorized Agent