



January 14, 2021

Dear Food Vendor:

We are excited to announce planning for the 2021 Homer Community Festival is underway. The festival "HomerFest" will be held again at the Village of Homer Glen's Heritage Park, 14240 W. 151<sup>st</sup> Street in Homer Glen. HomerFest will offer food, fun, and entertainment Thursday, June 24- Sunday, June 27, 2021.

This annual event draws thousands of attendees from the Homer Glen area. Parking and admission are free to the public. HomerFest includes four days of carnival rides and games, daily onstage musical entertainment, and a fireworks show. All activities are located at the same site, providing an opportunity to serve food to a larger crowd on the night of the fireworks!

Our committee is seeking eight local food vendors to sell entree items, side items, snacks, desserts, and refreshments at the festival. Details and an application can be found in the attached forms. **Applications and payment must be submitted by March 1, 2021.** (Payment for applications that are not accepted will be returned within 30 days.) Preference will be given to Homer Glen and Homer Township businesses and residents that own businesses and returning vendors. For more information, please call Sue Steilen at 708-301-0632 or email [ssteilen@homerglenil.org](mailto:ssteilen@homerglenil.org).

Sincerely,  
*Sue Steilen*  
Homer Community Festival Committee



# Homer Community Festival 2021

## Food Vendor Information & Rules

### VENDOR ACCEPTANCE

*Approval, acceptance, and placement of food vendors is at the sole discretion of the Homer Community Festival Committee (hereinafter the "Committee"). Preference will be given to Homer Glen and Homer Township businesses and residents that own businesses.* Prior to acceptance, all vendors must submit a proposed list of ALL items to be sold along with the price of each item. The final menu is subject to approval by the Committee. Food not listed on this application may not be sold- no exceptions. Also prior to acceptance payment, deposits, insurance documents, and other required paperwork must be provided. **Vendors MUST be present at the mandatory vendor meeting to be held at the end of May.**

### CHECK IN/SET UP

Festival Grounds are accessible to Vendors beginning on Thursday, June 24 at 9 a.m. Vendors may drop off equipment on Wednesday, June 23, during the evening, HOWEVER there is NO SECURITY on June 23. Vendors leaving equipment at the festival grounds on June 23 do so at their own risk. The Village of Homer Glen **will not be responsible** for lost or stolen items and/or equipment. Check in with Sue Steilen to receive your Booth Assignment. Assignments are determined at the sole discretion of the Festival Committee, based on logistics and electrical needs. Vendors must be prepared for Health Department Inspections by 1 p.m. on June 24. Carnival opens at 3 p.m.; Beer tent begins serving alcohol at 5 p.m. on Thursday and Friday, and at 1 p.m. on Saturday and Sunday.

	Thursday, June 25	Friday, June 26	Saturday, June 27	Sunday, June 28
Vendor Set Up	9am *- 4:30pm	Noon- 4:30pm	10am- Noon	10am-Noon
Vehicles off site by	3pm	3pm	Noon	Noon
Vendor Hours	5pm-Midnight	5pm- Midnight	1pm-Midnight	1pm- 8pm

\*Will County Health Department (WCFHD) inspection at 1 p.m. (tentative time).

All food vendors must remain open during Event Hours. All vehicles must be removed from the site no later than listed above.

### INSPECTION

- Mandatory WCHD inspection to be scheduled on premises on Thursday, June 24.
- Mandatory Homer Township Fire Inspection will take place Thursday, June 24, with random booth inspections throughout the Festival, as well as DAILY opening inspections.
- EACH vendor MUST have at a fire extinguisher with a MINIMUM 4A60 BC rating with current tags at their booth during the duration of the Festival.
- Cooking will not be allowed under the tent. If you are cooking on site, you must request and pay for a cooking area with your application.
- If vendor is cooking with grease, oil or anything that creates grease vapors, vendor MUST have present at their booth a K Class fire extinguisher, with current tags.
- If using a propane tank, tanks shall be attached to something to prevent falling, all lines should be placed to avoid damage or incident.
- Keep storage and combustibles away from hot surfaces.
- Electrical Cords MUST be placed in a safe manner around the tent and not in the walking path.
- Electrical outlets CANNOT be overloaded. Vendors must provide a list of all equipment requiring electric and voltage needs with this application. NO ADDITIONAL ITEMS will be allowed.

### SAFETY & SECURITY

Security will be provided by the Will County Sheriff from June 24-27. The Village of Homer Glen will not be responsible for any equipment or possessions left on the Festival site and will not be responsible for lost, stolen or damaged items/equipment, nor accidents or injuries at any time.

## **PARKING**

Parking is available for vendors on site, of the festival grounds, with a parking permit. Only five (5) permits per booth will be given, and space is limited.

## **BOOTH INSPECTIONS**

Booth size is 15'x15'. Booths have a counter on the west and east side. Food is served from both sides. Signage should be appropriately sized and be secured to the tent via zip ties, etc. No free standing displays are allowed outside of the booth. Please list all menu pricing of products on your signage, including beverages.

## **PROHIBITED ITEMS & ACTIVITIES**

*The Committee reserves the right to make exceptions to any of these rules at its discretion.*

1. Pets or animals
2. Alcoholic beverages
3. Smoking
4. Suggestive or obscene materials
5. Music or Public Address
6. Selling or promoting items outside of vendor space
7. Subletting vendor space to third parties

## **INSURANCE**

Vendors are required to provide a Certificate of Insurance including the Endorsement Page, naming the Village of Homer Glen as additional insured. This **insurance information MUST be provided to Sue Steilen no later than June 1**. General Liability limits of no less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate. Coverage dates on the insurance certificate are June 24 - 27, 2021. The Festival Location should be listed on the Certificate of Insurance 14240 W. 151<sup>st</sup> Street, Homer Glen, IL

## **PERMITS**

Each vendor is responsible for completing the Temporary Application for Food Events (permit) with the Will County Health Department (attached). **Fees and application must be submitted by the vendor DIRECTLY to the Will County Health Department, no later than June 1, 2021.**

## **FEES AND DEPOSITS**

In order to be considered, payment in the form of a check payable to "Village of Homer Glen" must be sent to Village of Homer Glen, ATTN: Sue Steilen, 14240 W. 151<sup>st</sup> Street, Homer Glen, IL 60491 with application. Checks will be returned to those applicants that are not accepted.

### **Booth Fees: \$450.00 Non-Grilling, \$550.00 Grilling Area Included.**

Also includes a 15'x15' tent with front and back counters, one 8' table, two folding chairs and electricity. ***No booth sharing is allowed; only one Vendor per booth.***

**Ice Deposit: \$150.** Ice requisitions will be tracked via duplicate (carbon) receipts. Ice is \$4.00 per bag. Following the fest conclusion, any funds left over from the deposit will be refunded to you. If your ice usage exceeds \$150, the funds will be deducted from the \$100 cleaning deposit submitted with your application.

**Refundable Deposit: \$100.** In addition to the above conditions regarding ice requisitions, Vendors must attend the mandatory vendor meeting in May. Vendor agrees to leave the booth in "broom swept" condition. No personal items or trash of any kind will be left behind. There are dumpsters and garbage cans provided throughout the festival grounds. Booth must be inspected by Festival Committee member prior to leaving the festival grounds to ensure a refund of the deposit. *Vendors may not depart prior to 5 p.m. on Sunday. Failure to comply may result in forfeiture of deposit and/or refusal of participation at next year's festival*

## **CANCELLATIONS**

The Committee must be notified of cancellation by April 30, 2021. No refunds will be given after this date.



# 2021 HOMER COMMUNITY FESTIVAL

## Food Vendor Application & Contract Form

Application Deadline is March 1, 2021

Contact Name:

Business Name:

Address:

Phone (cell):

Phone (business):

Email Address:

Website Address:

List all items to be sold with prices, attach additional page if necessary. Food not listed here may not be sold at fest. Soda and Water may not be sold for more than \$1.

List all equipment requiring electricity, the amperage each piece draws, and the number of plugs/circuits you will need, attach additional page if necessary. Items not listed here may not be allowed at fest.

\$450 Non-Grilling     \$550 Grilling Area Included     \$75 Ice Deposit     \$100 Refundable Deposit

### Total Enclosed:

#### RELEASE AND INDEMNIFICATION

I understand and agree that the Village of Homer Glen and the Homer Community Festival Committee will not be responsible for any loss, property damage, death, bodily injury, consequential damage, incidental damage caused by fire, inclement weather, acts of God, or any other hazard or cause. For good and valuable consideration I also do hereby, for myself, my heirs, successors and assigns agree to release, waive, indemnify, defend and hold harmless the Village of Homer Glen and the Homer Community Festival Committee and their respective directors, officers, duly elected and authorized officials, employees and agents and each and all of them, from and against any and all liability, including but not limited to liability for expenses incurred for reasonable attorney's fees and costs which they may incur, claims against any of them for damages, for death, bodily injury, property damage, suits and causes of action of any kind or nature whatsoever which occur, arise out of, result from are caused by or incurred during the Homer Community Festival.

I agree to abide by the Food Vendor Information & Rules.

I agree to provide a Certificate of Insurance including the Endorsement Page, naming the Village of Homer Glen as Additional Insured. General Liability limits of no less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate. Coverage dates on the insurance certificate are June 24-27, 2021. The Festival Location should be listed on the Certificate of Insurance 14240 W. 151<sup>st</sup> Street, Homer Glen, IL.

\_\_\_\_\_  
Vendor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor George Yukich  
Village of Homer Glen

\_\_\_\_\_  
Date

**NOTICE: SEND PAYMENT (payable to Village of Homer Glen) & DEPOSITS WITH COMPLETED PAPERWORK BY March 1**

**Please Mail Your Completed Vendor Contract & Payment:**

**ATTN: Sue Steilen  
Village of Homer Glen  
14240 West 151<sup>st</sup> Street  
Homer Glen, IL 60491**

**For all questions please contact:**

**Sue Steilen  
(708) 301-0632  
[ssteilen@homerglenil.org](mailto:ssteilen@homerglenil.org)**