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# ITALIAN FEST

The Main Street Event

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Before you Begin, please read all the enclosed materials.

Your packet should include the following: (if you are missing any items, stop by the Collinsville Chamber of Commerce, 221 West Main Street, or you can download any form from our web site [www.italianfest.info](http://www.italianfest.info).)

1. 2007 Vendor Registration Form
2. A copy of the 2007 Rules and Regulations and Policies
3. Italian Festival Activity Indemnification Agreement
4. Madison County Health Department Temporary Food Service Permit
5. Madison County Health Department check list

The following items **MUST** be returned with your application to our post office box.

Mail to: Collinsville Italian Fest, PO. Box 825, Collinsville, IL 62234.

**DO NOT RETURN APPLICATIONS TO THE CHAMBER OF COMMERCE. ALL APPLICATIONS MUST BE RECEIVED THROUGH OUR POST OFFICE BOX. NO EXCEPTIONS.**

2007 Vendor Registration Form

Italian Festival Activity Indemnification Agreement

Proof of insurance (see #22 in 2007 Rules and Regulations and Policies)

Check for entry fee and tent rental    Check Number \_\_\_\_\_ Amount \$ \_\_\_\_\_

Check for clean-up deposit    Check Number \_\_\_\_\_ Amount \$ \_\_\_\_\_  
(MUST BE SEPARATE CHECKS)

I have read and agree to all the 2007 Rules, Regulations and Policies

This Page completed and signed

Person submitting application \_\_\_\_\_ Date \_\_\_\_\_

-- For food and beverage vendors only --

**Return your completed Madison County Health Department Temporary Food Service Permit to:**

Madison County Health Department  
101 East Edwardsville Road  
Wood River, IL 62095

**DO NOT SEND IT WITH YOUR VENDOR APPLICATION.**

## 2007 Rules/Regulations and Policies

1. Organizations, businesses and individuals must obtain a signed and numbered permit from the Italian Fest Committee. This permit and the Madison County Temporary Food Service permit must be displayed in the booths at all times during the Fest.
2. Indemnification forms must be signed by every participating organization and delivered to Collinsville Progress Inc., prior to the issuance of the festival permit.
3. Collinsville Progress Inc. and the Italian Fest Executive Committee adopt and amend the rules and regulations of the Italian Fest.
4. All participants in the Italian Fest must abide by all rules, regulations, and decisions set forth by Collinsville Progress Inc. and the Italian Fest Executive Committee.
5. To maintain the spirit of the festival, organizations are encouraged to serve “authentic” Italian food in their booths. All food items require approval of the Executive Committee. To insure the greatest food variety, the Committee will limit the number of organizations serving any one food item. Participants from prior years will be given preference in the choice of food items they sell.
6. Each food booth will be limited to two entrée items.
7. Every participant contributes to the continuation of the Collinsville Italian Fest. A portion of the funds generated at the booth is used by the Italian Fest organizers for entertainment, prizes, promotions, publicity, decorations, clean-up, security and other expenses necessary to stage a safe, successful event. In order to assure continuation of the festival, organizers need the cooperation of every participant in the payment of the following fees:
  - A. *A \$125.00 non-refundable entry fee is due with the submission of the application form. Tent rental fees are \$100.00 for a half tent (10X10) or \$200.00 for a full tent (10X20). The tent rental fee must accompany application. The Italian Fest reserves the right to limit the number of participants using full tents.*
  - B. *Participants must pay the Italian Fest additional fees totaling 8% of gross sales (before expenses) from the weekend activity. Participants must submit a check for the fees payable to the Collinsville Italian Fest by Friday, October 26, 2007. Along with the check, each participating organization must submit a financial report detailing its sales. These must be sent to: Collinsville Italian Fest, P.O. Box 825, Collinsville, IL 62234. Prompt payment of all fees is required to insure the continued success of the annual festival. Organizations failing to pay their fees by the established deadline may forfeit future participation in all festivals affiliated with the Collinsville Chamber of Commerce.*
  - C. Clean up of the Italian Fest grounds are the responsibility of every participant. Each participating organization must submit a \$150.00 clean-up deposit along with its application form and fees (made payable to Italian Fest Clean Up). Shortly after the close of the festival, a representative of the Italian Fest committee will inform the participants whether their booth area has been properly cleaned. **The Italian Fest clean-up crew is NOT responsible for your area.** If the area has been maintained each day, pending final inspection on Saturday evening, the festival committee will return the voided original clean up check upon receipt of the financial report and 8% check. **All trash generated by your booth must be placed in one of the dumpsters provided, not in the trash cans located on Main Street or any private dumpsters. Any vendor caught dumping trash in the trash cans located on Main Street or private dumpsters will forfeit their clean up check.**
9. The Italian Fest will allow organizations to conduct raffles as part of their festival activities. However, a raffle may not be the primary activity of the organization at the festival and requires a separate permit. In addition, it is necessary for any group or organization wishing to hold a raffle to apply at City Hall for a permit to do so. The 8% gross sales fee will apply to all funds generated by the raffles held during the Fest and must be included in the financial report. Raffles conducted prior to or after the Italian Fest may not be held during the Fest hours. Any group conducting a raffle without proper documentation will be required to cease operation.
10. The Italian Fest Committee reserves the right to award and control the sale of all beverages. This includes alcoholic beverages and such soft drinks as soda, coffee, tea, lemonade and bottle water.
11. To avoid accidents with cans or bottles, all beverages on the grounds of the Italian Fest must be served in plastic, foam or paper containers.
12. Participating organizations, businesses and individuals 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.

13. All booth decorations and displays must be approved by the Italian Fest Executive Committee.

14. Who is eligible to be a food or game vendor in the 2007 Italian Fest?

**First Priority** is given to any organization who participated in the 2006 Collinsville Italian Fest.

**Second Priority** is given to any organization located within the boundaries of the Collinsville Community Unit 10 District (which includes the communities of Collinsville, Maryville, Caseyville, Hollywood Heights, State Park Place and Fairmont City.)

**Third Priority** is given to any organization locate within the boundaries of either the Triad Community Unit School District #2 (which includes the communities of Troy, St. Jacob and Marine) or the Edwardsville Community School District #7 (which includes the communities of Edwardsville, Glen Carbon, Hamel, Worden, Carpenter, Holiday Shores, Midway, Moro, Prairietown or Dorsey).

15. The Collinsville Italian Fest executive committee reserves the right to invite vendors from outside the above specified areas or refuse any application.
16. For profit applications must donate at least 50% of their Italian Fest profits to a not-for-profit charitable, education, civic, or social organization. The not-for-profit organization must be designated on the application form and a sign designating the recipient must be displayed on your booth at all times. **A copy of your canceled donation check is required with your 8% form.**
17. Fees may be waived for some applications invited by the executive committee to participate in the Italian Fest. Such participants also may be exempt from the not-for-profit provisions of Rule 16. The Executive Committee reserves the right to determine the status of such applicants.
18. Organizations, businesses, politician, and individuals may not distribute any promotional materials or literature during Italian Fest hours. In addition, no organization or individual may conduct a petition drive on the Italian Fest grounds during the festival hours.
19. The Italian Fest has sole rights of the sale of Italian Fest souvenirs prior to, during and after the Italian Fest.
20. The Italian Fest has exclusive use and has the right to bring legal action against those who infringe upon the protection given by Trademark.
21. At least two (2) participants from each organization that will be selling food at the Italian Fest must attend a Food Preparation and Handling workshop to be hosted by the **Food Safety** committee, prior to the Italian Fest. Applicants with a certificate of attendance at like class within the past year will not be required to attend. All food booths must hold a valid Madison County Health Department "Temporary Food Service Certificate."
22. All vendors must provide the Italian Fest Executive Committee with a Certificate of Insurance. Please contact your insurance representative and this certificate will be provided at no cost to you. The certificate must be submitted at least 30 days prior to the Festival or you may not be allowed to participate and all monies will be forfeited.
23. All electrical needs must be submitted by participating organizations on the Registration form provided by the Italian Fest Executive Committee. Due to limited availability of electrical power on Main Street, additional electrical appliances (radios, coffee pots, etc.) not receiving prior approval of the Festival Executive Committee will not be permitted in the booths.
24. Each booth must supply an ABC fire extinguisher of at least 2 ½ pounds.
25. Participating organizations are responsible for obtaining their own change during the two-day festival.
26. Festival hours will be 11 a.m. to 10 pm. Friday and Saturday, Sept. 21 and 22, 2007.
27. All booths **must** close by 10 p.m. Friday and Saturday, Sept. 21 and 22, 2007.

# ITALIAN FEST

The Main *Street* Event  
Collinsville, Illinois

www.italianfest.info

## 2007 VENDOR APPLICATION

**Application deadline is July 7, 2007**  
**ALL APPLICATIONS MUST BE SENT TO:**  
**ITALIAN FEST, P.O. BOX 825, COLLINSVILLE, IL 62234**  
 If you have any questions, please contact the Chamber of Commerce at (618)344-2884 or email: vendors@italianfest.info

**PLEASE TYPE OR PRINT CLEARLY:**

Organization/Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_ Nighttime phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Prior to approval of this application, **businesses** must identify the non-profit organization that will receive the 50% profit from the operation of their stand. \_\_\_\_\_

**Did your organization/business have a booth in the 2006 Italian Fest?**       Yes    No

**Type of Booth Requested:**

Food – Requested Item(s) \_\_\_\_\_

Game – Requested Game(s) \_\_\_\_\_

**Do you wish to hold a raffle?**    Yes    No    Item: \_\_\_\_\_

**Space Requested:**    10 x 20 Full Tent    10 x 10 Half Tent    Own Tent/Trailer   Size \_\_\_\_\_

**Do you use a grill, fryer, oven, freezer, refrigerator, or other cooking items that will not be under your tent?**

Yes    No    If yes, please list on the back what they are and their approximate size.

**Check # 1 – Make Payable to Italian Fest**

Entry Fee	\$125.00
Tent Rental: Full Tent (10x20)...\$200 or Half Tent (10x10) ...\$100	
<b>Total Amount Check #1</b>	

**Check # 2 – Make Payable to Italian Fest Clear-up**

Clean Up Fee – Deposit (see rule 8C)	\$150.00
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**ITALIAN FESTIVAL  
ACTIVITY INDEMNIFICATION AGREEMENT**

This agreement made by and between the Italian Festival Committee (IFC), Collinsville Progress, Inc. (CPI), Collinsville Chamber of Commerce, Inc. (CofC), and \_\_\_\_\_ (hereinafter Indemnitor):

Indemnitor has made a request to participate in the Italian Festival and should the IFC/CPI/CofC desire to grant the request, the IFC/CPI/CofC desires 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 Italian Festival, Indemnitor agrees to indemnify and hold harmless IFC/CPI/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 Italian 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.

Dated: \_\_\_\_\_  
\_\_\_\_\_ Organization/Indemnitor

On behalf of: ITALIAN FESTIVAL COMMITTEE

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

On behalf of: COLLINSVILLE PROGRESS, INC.

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

On behalf of: COLLINSVILLE CHAMBER OF COMMERCE, INC.

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