



2010 VENDOR PACKET

ATTENTION RETURNING VENDORS:
THERE ARE MANY CHANGES TO THE
ITALIAN FEST VENDOR RULES AND
APPLICATION PROCESS. PLEASE
READ THIS PACKET ENTIRELY
BEFORE SUBMITTING FOR
APPROVAL.

Application deadline is July 25, 2010
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

ITALIAN FEST

The Main Street Event
Collinsville, Illinois

www.italianfest.info

2010 VENDOR APPLICATION

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PLEASE TYPE OR PRINT CLEARLY:

Organization/Business: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Best number to contact: _____ 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 2009 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

Indicate amounts

Entry Fee: 10 x 10 space \$150 10 x 20 space \$175	
Late Fee (Applications postmarked after July 25, 2010) \$30	
Tent Rental: Full Tent (10x20)...\$225 or Half Tent (10x10) ...\$125 <i>Please indicate (N/A) if providing own tent.</i>	
Grand total of check #1	

Check # 2 – Make Payable to Italian Fest Clean-up

Clean up deposit	\$175.00
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ITALIAN FEST

The Main *street* Event
Collinsville, Illinois

2010 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. *Entry fee is due with the submission of the application form. Entry fee is non-refundable. Entry fees are \$150 for a 10 x 10 space and \$175 for a 10 x 20 space. Tent rental fees are \$125 for a half tent (10X10) or \$225.00 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 22, 2010. Along with the check, each participating organization **MUST SUBMIT A FINANCIAL REPORT DETAILING THEIR SALES! Along with the financial report the Italian Fest requires a copy of the cancelled check payable to the charity listed on the Vendor Application. (This is a requirement of our auditors and there are no exceptions!)** 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 \$175.00 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.

8. 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.
9. 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.
10. 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.
11. 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.
12. All booth decorations and displays must be approved by the Italian Fest Executive Committee.
13. Who is eligible to be a food or game vendor in the 2010 Italian Fest?

First Priority is given to any organization who participated in the 2009 Collinsville Italian Fest and are in good standing with the Italian Fest Board. (In good standing is defined as having passed clean up inspection after the fest closing Saturday night and submitting your 8% check by October 22, 2010.)

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).

14. The Collinsville Italian Fest executive committee reserves the right to invite vendors from outside the above specified areas or refuse any application.
15. 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. (If your organization is the charity, example: Lions Club, Knights of Columbus, Rotary, then you must indicate the name of your organization as the receiving charity. **A copy of your canceled donation check is required with your 8% form.**)
16. 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.

17. 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.

18. The Italian Fest has sole rights of the sale of Italian Fest souvenirs prior to, during and after the Italian Fest. *Any vendor or individual selling souvenir items will be asked to leave fest grounds.*
19. The Italian Fest has exclusive use and has the right to bring legal action against those who infringe upon the protection given by Trademark.
20. 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." *The Food Safety Seminar/Vendor Meeting will be held on August 19, 2010 in the Collinsville Public Library at 6:00 PM. This meeting is Mandatory!*
21. 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.
22. 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.
23. Each booth must supply an ABC fire extinguisher of at least 2 ½ pounds.
24. Participating organizations are responsible for obtaining their own change during the two-day festival.
25. Participating organizations are responsible for obtaining their own ice during the two-day festival.
26. **ABSOLUTELY NO SILLY STRING, SNAP & POPS, FART SPRAY, BAG BOMBS, MARSHMALLOW GUNS, POTATO GUNS, ITEMS WITH PROFANITY OR ANY OTHER ITEMS DEEMED OFFENSIVE (TO BE DETERMINED BY THE FEST COMMITTEE.)** If you have questions about any items you want to sell, please call before you send your application. Vendors who sell these items at the fest will be removed, their contract terminated with no refunds.
27. Festival hours will be 11 a.m. to 10 pm. Friday and Saturday, Sept. 17 and 18, 2010. Vendors are not allowed to tear down their booths early. ***ABSOLUTELY NO VEHICLES ON THE STREET BEFORE 10:00 PM.***
28. Per the Collinsville Liquor Commissioner, no outside alcohol is permitted on fest grounds. Coolers containing alcohol are prohibited.
29. All booths must close by 10 p.m. Friday and Saturday, Sept. 17 and 18, 2010.

Madison County Health Department
101 East Edwardsville Rd.
Wood River, IL 62095
(618) 296-6079
www.madisonchd.org

Temporary Food Establishment Guidelines

The following list is to assist you in conducting a daily self-inspection of your stand before you open. If you are missing any of the required equipment, DO NOT OPEN until missing items are supplied.

- [] Five sinks, pails or basins for:
 - a. Washing, rinsing and sanitizing utensils and equipment
 - b. Washing hands
 - c. Wiping cloths used to clean food contact surfaces

- [] A metal-stemmed thermometer (not glass) accurate to $\pm 2^{\circ}$ F for checking food temperatures. All mechanical refrigeration units must have a thermometer accurate to $\pm 3^{\circ}$ F.

- [] Equipment/utensils, etc. in good condition (no chipping, pitting etc). All equipment/utensils must be cleaned and sanitized before the beginning of the event and as often as necessary, but no less than once a day.

- [] Detergent, sanitizer (chlorine 50-100 ppm) and sanitizer test strips available in each stand where utensils are cleaned. Hot water must be made available for cleaning and handwashing purposes.

- [] Hand soap and paper towels for handwashing. Common towels are prohibited.

- [] Hot-holding of foods shall be maintained at 135° F or above when required. Potentially hazardous food in cold storage shall be maintained at 41° F or below.

- [] Dippers or scoops shall be used in dispensing of ice. Hand dipping ice is prohibited.

- [] All food supplies shall be stored off the ground on pallets or shelves.

- [] All food prepared in an unapproved area, kitchen or location and/or from an unapproved source will not be allowed. Home-canned foods or home-prepared foods are prohibited.

- [] Any leftover potentially hazardous food from the previous day shall be destroyed.

- [] All potentially hazardous foods must be cooked to the required internal temperatures:
 - a. Poultry - internal temperature of 165° F for 15 seconds
 - b. Pork and all hams (including pre-cooked) all ground meats- internal temperature of 155° F or 15 seconds.
 - c. Stuffed meat, poultry and pasta temperature of 165° F
 - d. Other potentially hazardous foods - temperature of 145° F

Note: Any potentially hazardous food having temperatures between 41° F and 135° F shall be destroyed.

Madison County Health Department
101 East Edwardsville Rd.
Wood River, IL 62095
(618) 296-6079

(official use only)
Permit # _____
Date Received _____
Cash or Check # _____
Amount \$ _____
Date Issued _____

Temporary Food Service Application

As prescribed in the Madison County Food Sanitation Ordinance, the undersigned makes application for a permit to operate a temporary food service establishment in Madison County, State of Illinois.

Applying for: Single Temporary Permit - One event only
 Multiple Temporary Permit - For individual temporary food stands that operate at multiple events in Madison County

Name of Food Stand: _____

Mailing Address: _____ (P.O. Box/Street) _____ (City) _____ (State)
(Zip)

Contact Person: _____ Phone: _____ Cell: _____

Foods items to be served in your food stand: _____

List events that you intend to operate at in Madison County this year. Use back side of paper if necessary.

Event Name(s)	Date of Event	City
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

CHECK ONE:

- Temporary Permit Fee\$50.00
- Temporary Permit Fee- day of event\$75.00
- Multiple Temporary Permit Fee\$125.00
- Multiple Temporary Permit Fee- day of event\$150.00
- Facility/owner holds annual Madison County Food Service Sanitation Permit? [] yes [] no
If yes, permit fee waived.

I affirm that the above information is true to the best of my knowledge and belief, and that I have read and agree to abide by the Madison County Temporary Food Service Guidelines.

Applicant's Signature: _____ Date: _____

Return completed application and fee to the Health Department at least 14 days prior to event