

## About the Skokie Festival of Cultures

Formed in 1991, more than 25,000 visitors attend the festival, annually, the third weekend in May. The event, held at Oakton Park, brings together dozens of the world's cultures, reflecting the more than 80 languages spoken in Skokie. The festival features music and entertainment on two stages, ethnic cuisine, children's activities, a merchandise bazaar, and ethnic arts and crafts. For more information call (847) 674-1500 or go online to [www.skokieculturefest.org](http://www.skokieculturefest.org).

### 27th Annual Skokie Festival of Cultures

Saturday, May 20  
11 a.m. through 7 p.m.  
and  
Sunday, May 21  
11 a.m. through 7 p.m.

**Oakton Park**  
4701 West Oakton Street  
Skokie, Illinois 60076  
*(One block east of Skokie Boulevard  
on the south side of Oakton Street)*



[www.SkokieCultureFest.org](http://www.SkokieCultureFest.org)  
[www.SkokieParks.org](http://www.SkokieParks.org)

## 27th Annual



**SKOKIE FESTIVAL OF CULTURES**  
Saturday, May 20 and Sunday, May 21

**Food Vendor Application**  
Application Deadline - February 13, 2017



[www.SkokieCultureFest.org](http://www.SkokieCultureFest.org)

### Application Information

All applications must be received by February 13, 2017. Please contact Pamela Zeid at the Skokie Park District, (847) 674-1500, ext. 2715 before that date should you need more information. Selection and confirmation notices will be mailed by March 1, 2017. Notification date is subject to change due to deadline extension if necessary.

### Eligibility

Skokie's Festival of Cultures will focus on the cultures represented within the wide ethnic diversity of Skokie, including Asian, African-American, European, Filipino, Hispanic, Native American, Indian, Jewish and interfaith groups. Applications will be accepted from artists, not-for-profit organizations, food vendors, restaurants and businesses.

### Selection Criteria

The Skokie Festival of Cultures Committee will select food vendors that best represent Skokie's cultural diversity. Decisions will be based on a completed application, menu selection, quality, pricing, ethnicity and prior participation in the Skokie Festival of Cultures event with priority given to Skokie-area restaurants. The committee reserves the right to limit food items to a single vendor and to request additional information on menu items, ingredients, etc.

### Mandatory Food Vendor Meetings

All food vendors are required to attend a mandatory meeting with the Skokie Health Department and the Skokie Festival of Cultures Food Vendor Committee at 6 p.m. on Monday, May 15, 2017. The meeting will be held at the Oakton Community Center, 4701 Oakton Street, Skokie and will begin promptly at 6 pm. This meeting is mandatory. Failure to attend this meeting may invalidate your permit for the event. Please note: Any food vendor without previous outdoor festival experience may also be required to attend a separate meeting with the Skokie Health Department officials at a date, time and location arranged by the Health Department.

### Vendor Fees\*

Booth Fee: \$500/2 days  
Clean-Up Bond/Security Deposit: \$200/refundable after event  
**\*NO FEE REQUIRED WITH APPLICATION.**  
Upon notification of acceptance, the food vendor fee and clean-up bond/security deposit **MUST** be received within 10 days of the date on the notification letter. Failure to submit the required fees by the deadline will result in the forfeiture of acceptance. Withdrawal of application once acceptance and fees have been confirmed and received will result in the forfeiture of all fees paid.

### Application Requirements

Food Vendors must complete the Skokie Festival of Cultures application form and obtain a temporary food permit from the Village of Skokie Health Department. Menus, ingredient information and price lists must be submitted at the time of application. Any changes to menu after acceptance into the festival must be approved by the Skokie Festival of Cultures Committee. Menu items should reflect the ethnic theme of the festival.

### Temporary Food Permit

At 10 a.m. on both days of the Festival, a Skokie Health Department Sanitarian will begin inspecting food vendor booths for compliance with all applicable health and food safety requirements. Once all requirements are satisfied, a Temporary Food Permit will be issued and the vendor will be allowed to operate. The Temporary Food Permit must be posted and visible for the duration of the event. The Skokie Health Department will conduct spot inspections throughout the event to insure compliance and reserves the right to revoke the Temporary Food

Permit of any food vendor who is found to be in non-compliance with the health and food safety requirements set forth. No refund of fees will occur in these circumstances.

### Certificate of Insurance

All food vendors will be required to furnish the Skokie Festival of Cultures with a copy of Certificate of Insurance with coverage for comprehensive liability and property damage (\$1 million minimum) naming the Skokie Park District, Village of Skokie, Skokie Public Library and Skokie Rotary Club as additional insureds and insurance form 2026 no later than May 1, 2017.

### Clean-Up Bond / Security Deposit

All booths serving or preparing food are required to post a \$200 Bond Fee to ensure proper clean-up of the area. This bond must be submitted along with your contract and booth fee. The bond will be refunded, less any clean-up fee assessed by the Compliance Committee during their site inspection the day after the event. Organizations whose areas are noted as requiring clean-up at the time of the inspection will be charged regardless of any cleaning done after the inspection.

### Booth Information

Food Vendors will be supplied with electricity (20 amps per booth), a covered 10' x 10' work station, and a hand washing station. Food Vendors must supply their own tables, chairs, extension cords and supervision for all items being sold. Food vendors requiring additional electricity will be assessed an additional fee. Spaces are assigned by the Festival of Cultures Committee, subject to the above conditions. Assignment of all spaces is final. Vendors are responsible for the cleanliness of their area. Security will be provided on Saturday night; however, you are fully responsible for your items throughout the weekend.

**Booth Flooring** - Each vendor must supply a 1/2" plywood board for use under their cooking areas.

**Naming of Booth** - The booth name will be that of the restaurant.

### Electricity

Each booth comes equipped with electricity (20 amps). You must provide your own lights. A form is included for those vendors needing additional electricity - prior arrangements must be made! If you experience any electrical problems in your booth, report directly to Festival Operations. If overload/problem is related to vendor overload or equipment defect, vendor will be charged for the call. All plugs and extension cords must be grounded. All non-grounded outlets/plugs will be disconnected!

### Beverage Items

Food Vendors are not permitted to sell any alcoholic, soft drink beverages or bottled water.

### Menu Pricing & Portions

Only food items listed in the original application can be sold at the festival. Menu items must be priced between \$1 and \$6 and should reflect the ethnic theme of the festival. It is recommended that a "taste portion" of one menu item be served for \$2. Be prepared to serve large quantities quickly and efficiently so that lines can be avoided. We are predicting over 25,000 people will attend the 27th Annual Skokie Festival of Cultures. The committee reserves the right to limit food items to a single vendor and to request additional information on menu items i.e. ingredients, etc.

### Set-Up and Breakdown

Food vendors will have access for booth set-up on Friday, May 19, 2017. All vendors must be ready for their health department inspection by 10 a.m. on both days of the event. Vehicles are not permitted on site after 10 a.m. on Saturday, May 20, 2017. No exceptions! Driving on grass to set up is not permitted. Vendors are responsible for carrying their items into the event. Vendors are not permitted to dismantle their booth until after 7 p.m. on both evenings. Breakdown must be complete by 11 a.m. on Monday, May 22, 2017. Parking for vendors during operational hours will be in a designated lot. Information on parking will be distributed at the May 15, 2017 food vendor meeting.

### Environmental Initiative

All food vendors are strongly encouraged to use serving plates and utensils that contain recycled content. **The use of styrofoam is prohibited.** Food vendors are also encouraged to implement additional recycling or “green” initiatives in their food preparation and service, subject to approval by the Skokie Health Department.

### Garbage

During initial set-up all garbage is to be taken to the dumpsters. These locations will be marked on a site map that vendors will receive at a later date. Do not allow materials to build up during event times, as this is unsafe and unsightly. Boxes must be broken down and taken to the dumpster locations during initial set-up. At other times they are to be broken down to assure easier pick-up. Vendors must supply their own garbage containers and plastic bags for their location.

### Water Service

Water will only be available at designated locations indicated on the site map. You will need to provide your own containers for transport.

### Sewage

Sewage is NOT provided. Gray water MUST be captured and dumped at the assigned areas noted on the site map. This is the responsibility of the food vendor.

### Damage

Vendor is liable for all damages caused by vendor for any reason whatsoever. Skokie Festival of Cultures assumes no liability and makes no warranties including, but not limited to, the preparation of food and the condition of the booths.

### Grease and Charcoal Removal

Containers will be provided for grease disposal and charcoal removal. These locations will be marked on a map that vendors will receive at a later date. Depositing grease or charcoal in areas other than approved containers will result in forfeiture of cleanup deposit.

### Nightly Clean-Up Instructions

You MUST clean the inside of your booth space of all litter such as cups, napkins, etc. Booths will be monitored during and after the event to ensure compliance.

### Compliance Committee

A Compliance Committee has been formed and will be on site during the event. Spot inspections by Health Department staff will be held throughout the event. You will also be given a report card that will be turned in to Skokie Festival of Cultures at the end of the event. This will help to give us some direction on how we can improve operations for the next event. You will receive copies of these report cards at the vendor meeting.

### General Rules & Regulations

Applications will not be considered unless all information is complete, application signed and the required fee is enclosed. All fees submitted through the mail must be paid by check or money order.

### \*NO FEE REQUIRED WITH APPLICATION.

Upon notification of acceptance, the food vendor fee and clean-up bond/security deposit MUST be received within 10 days of the date on the notification letter. Failure to submit the required fees by the deadline will result in the forfeiture of acceptance. Withdrawal of application once acceptance and fees have been confirmed and received will result in the forfeiture of all fees paid.

All food vendors are required to attend the mandatory Skokie Health Department meeting on Monday, May 15, 2017 at 6 p.m. at the Oakton Community Center. This meeting is mandatory and must be attended by the owner or other person in a decision making capacity. Meeting date subject to change.

All food vendors must bring a metal stem probe thermometer to the festival on both days.

All food vendors must provide sufficient mechanical refrigeration to hold foods at proper temperatures.

The Festival of Cultures Committee reserves the right to reject any seller’s items that conflict with the Skokie Park District and Village of Skokie ordinances, and/or are considered inappropriate for this event.

The Skokie Park District, Village of Skokie, Skokie Public Library and Skokie Rotary Club will assume no responsibility for lost, stolen or damaged items belonging to Skokie Festival of Cultures participants.

Any vendor who is in violation of any of the rules and regulations set forth or any other Skokie Health Department or Skokie Park District requirements will be asked to leave the Festival premises and will forfeit all fees paid to the Skokie Festival of Cultures.

### Parking

Vendors are allowed to drive vehicles up to the festival site on paved areas. After unloading the vehicles, all vehicles must be moved to a legal parking site. Upon completion of this application and return of signed contract, festival participants will be given the location of official parking sites in the vicinity.

### Weather

As is the case with all outdoor events, inclement weather may occur. Please prepare for the possibility of such with the appropriate protective measures for yourself and the items on display.

### For More Information

For more information about the Skokie Festival of Cultures, please contact: Pamela Zeid, Skokie Park District, at (847) 674-1500, ext. 2715 or stop by Oakton Community Center, 4701 Oakton Street, Skokie IL 60076 between the hours of 9 a.m. and 4 p.m.

**Skokie’s Festival of Cultures encourages environmental responsibility. The use of styrofoam containers is prohibited.**

## Application Information

**Application Deadline: February 13, 2017**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

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

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Vendor Fees\*

- Booth Fee: \$500/both days
- Clean-Up Bond / Security Deposit: \$200/refundable after event

**\* No fee required with application.**

Upon notification of acceptance, the food vendor fee and clean-up bond/security deposit **MUST** be received within 10 days of the date on the notification letter. Failure to submit the required fees by the deadline will result in the forfeiture of acceptance.

**Withdrawal of application once acceptance and fees have been confirmed and received will result in the forfeiture of all fees paid.**

### Required by May 1, 2017:

- Certificate of Insurance
- Electrical Services Form and additional electric request form
- Skokie Health Department temporary permit application
- Copy of recent\* routine food inspection from your local jurisdiction (applies to vendors outside of Skokie).  
\* Must be within 6 months of event.

Type of Ethnic Cuisine: \_\_\_\_\_

Menu Items	Price:
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____

Detach here

### Festival Food Vending Experience:

(List 3 references & phone numbers)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Please indicate method of food preparation being used in your booth:

- Electricity     Charcoal  
 Propane     Deep Fat Frying     None

### Please read and sign:

Applicant hereby fully releases and discharges the Skokie Park District, Village of Skokie, Skokie Public Library and Skokie Rotary Club, their officers, agents and employees from any and all claims from injuries including death, damages or loss, which he/she or the organization or company they represent may have or which may accrue to them in connection with Skokie’s Annual Festival of Cultures to be held May 20 & 21, 2017.

Applicant further agrees to indemnify and hold harmless and defend the Skokie Park District, Village of Skokie, Skokie Public Library, Skokie Rotary Club, their officers, agents and employees from any and all claims resulting from injuries, including death, damages and losses, but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with Skokie’s 27th Annual Festival of Cultures to held on May 20 & 21, 2017.

I have read and agree to comply with the guidelines. I understand that failure to do so may result in removal of my display, forfeiture of clean-up bond and/or a bill for damages. I have also received, read and agree to abide by the rules and guidelines stated in the 27th Annual Skokie Festival of Cultures Information Packet.

Signature (required): \_\_\_\_\_

Date: \_\_\_\_\_

Please send completed application to:  
Skokie Park District/Skokie Festival of Cultures  
Attention: Pamela Zeid  
Oakton Community Center  
4701 Oakton Street  
Skokie, IL 60076

(For Office Use Only)

- Booth Number Assigned \_\_\_\_\_  
 Clean-Up Bond Paid \_\_\_\_\_  
 Food Permit \_\_\_\_\_  
 Certificate of Insurance \_\_\_\_\_