

Temporary Food Permit

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 Skokie's Backlot Bash with a copy of Certificate of Insurance with coverage for comprehensive liability and property damage (\$1 million minimum) naming the Skokie Park District and Village of Skokie as additional insureds and insurance form 2026 no later than August 15, 2018.

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 Skokie's Backlot Bash, 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!. Food vendors requiring additional electricity will be assessed an additional fee. If you experience any electrical problems in your booth, report directly to Event 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 will be permitted to sell water and soda products. The following criteria must be adhered to with regard to the selling of beverages. Soda beverages must be sold in 12 oz. aluminum cans for no more or less than \$1. Water must be sold in 20 oz. plastic bottles for no more or less than \$2. Food vendors are not permitted to sell any alcoholic beverages at the event.

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. 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. 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, August 24, 2018. All vendors must be ready for their health department inspection by 5 p.m. on 8/24, 10 a.m. on 8/25 and 11 a.m. on 8/26. Vendors are responsible for carrying their items into the event. Vendors are not permitted to dismantle their booth until after 10 p.m. on 8/24-8/25 and 8 p.m. on 8/26. Breakdown must be complete by 11 p.m. on 8/26. Parking for vendors during operational hours will be in a designated lot.

Environmental Initiative

All food vendors are encouraged to use serving plates and utensils that contain recycled content. 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.

Recycling and Waste Handling.

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. Vendors are encouraged to reduce their waste as much as possible at the event. The use of bulk materials instead of individually packaged materials is encouraged and subject to approval by the Skokie Health Department. Vendors are also encouraged to use materials that come in recyclable containers and commit to disposing them in the appropriate recycling 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's Backlot Bash 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's Backlot Bash 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.

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**Friday-Sunday
August 24-26
2018**

Food Vendor Application
Application Deadline - July 15, 2018



www.BacklotBash.com

About the Backlot Bash

The Backlot Bash is a new downtown (Oakton St. at Floral Ave.) Skokie street festival with live music, carnival rides, beer tent and much more. The event takes place August 24–26. Hours of event are: Friday, 6 - 10 p.m.; Saturday, 11 a.m. - 10 p.m.; Sunday, Noon - 8 p.m.

Application Information

All applications must be received by July 15, 2018. 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 August 1, 2018. Notification date is subject to change due to deadline extension if necessary.

Selection Criteria

Selections will be based on a completed application, menu selection, quality and pricing 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.

Vendor Fees*

Booth Fee: \$600/3 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 Skokie's Backlot Bash 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 Skokie's Backlot Bash Committee.

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 must bring a metal stem probe thermometer to the festival on all three days. All food vendors must provide sufficient mechanical refrigeration to hold foods at proper temperatures. Skokie's Backlot Bash 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, will assume no responsibility for lost, stolen or damaged items belonging to Skokie's Backlot Bash 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 Skokie's Backlot Bash.

Parking

Vendors are allowed to drive vehicles up to the event 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, event 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

Visit www.BacklotBash.com.

Times of Operation

Friday, 8/24, 6 – 10 pm
Saturday, 8/25, 11 am – 10 pm
Sunday, 8/26, 12 - 8 pm

Fees

Due upon acceptance. No fees due with application.
\$600 Booth Fee
\$200 Clean-Up Bond/Security Deposit (refundable after event)

Application Deadline July 15, 2018

Vendor Information

Company/Business/Non-Profit Name (Please print)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ email: _____

Food Items For Sale

Item	Price
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

For additional information, please contact Pamela Zeid, Skokie Park District, 847/929-7715 or PZeid@skokieparks.org.

Please read and agree to the following: Applicant hereby fully releases the Skokie Park District, the Village of Skokie, the Independent Merchant's of Downtown Skokie (IMODS), the Skokie Chamber of Commerce, 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 Backlot Bash to be held August 24 – 26, 2018. Applicant further agrees to indemnify and hold harmless and defend the Skokie Park District, the Village of Skokie, the Independent Merchant's of Downtown Skokie (IMODS), the Skokie Chamber of Commerce, 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 Backlot Bash to be held on August 24 – 26, 2018. I have read the above and agree to comply with the guidelines. I understand that failure to do so may result in removal of my display, forfeiture of application fee and/or bill for damages. I have also received, read and agree to abide by the rules and guidelines stated in Skokie's Backlot Bash event guidelines.

Applicant's Signature (required) Date

Mail completed applications to:

Pamela Zeid
Oakton Community Center
4701 Oakton St.
Skokie, IL 60076

For Office Use Only

Date Received _____

Application Fee Paid _____

Accepted/Not Accepted _____

Initials _____