



Silvis Main Street Presents

## 16th Annual Silvis Moonlight Parade & Festival

### Food Vendors Application and Agreement Form

August 26, 2017

Theme: "America at Play"

Silvis Main Street welcomes and thanks you for your interest and support of Silvis Main Street's annual Moonlight Parade. We are here to help you with getting your business access to over 15,000 customers. We hope that you enjoy a day of celebration and profit. Our rules and fees are implemented to ensure that everyone is treated as fairly as possible. Please be considerate and keep your neighbor in mind when setting up and working your booth, especially if you're vending. We are here to patiently cooperate with you and ask that you please return us with the favor of a pleasant and cooperative attitude. We are looking forward to working with you and your business.

### Stipulations

Vendors are selected and placed on a first come first serve basis. We take into consideration previous years of a vending business support of our festival. Acceptation of application and the location of vending is not guaranteed.

7:00 am - 2:00 pm Set up time, must be complete by 2:00pm

2:00 pm Inspections by Rock Island Co. Health Department

### Requirements:

**Fire extinguisher**

**Current inspection tags**

**Temporary Food Service License (register with Rock Island Co. Health dept 309-558-2841)**

**Please bring your own water supply.**

**Gray water must be contained, NO OVERFLOWING.**

Proper liability insurance certificate must be submitted with payment and application.

*(Certificate must name Silvis Main Street Inc, The City of Silvis, and Black Hawk Bank & Trust as additional insured)*

Participant Terms and Agreements form signed and returned

Payment submitted by August 1st

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Electricity needs:

Electric hooks up are limited. Generator permitted, please be considerate of your neighbor.

Electricity provided for fees listed in application.

You will need 100-150 feet extension cords.

You will be charged per cord used.

Booth Charge:

Booth size is 15' square marked on pavement including "air space" Your trailer, camper, awning extensions, and vehicle or supply trailer, must be set behind you and must fit within this 15' square. Chairperson has the right to measure your area if size is questioned.

For 5 and more products and one booth size the total will be \$100.00 (example)

For 4 and less products and one booth size the total will be \$60.00 (example) additional 1/2 space available with \$20 charge.

No vehicles on the lot.

**If you have any question please call Joyce Swanson Main Street director at 309-429-9238 or The Food Vendor Coordination Pam Allensworth at 309-781-5982.**

*No Refunds*

**Fill out Application and return page 3 Food Vendors Application and agreement form and page 4 Participant terms and agreements along with payments to :**

Silvis Main Street

Attn. Food Vendor Chairperson

121 11th Street

Silvis IL, 61282

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Booth charge 15x15 \$30 x \_\_\_\_\_ = \_\_\_\_\_  
Selling up to 4 items \$30 + \_\_\_\_\_  
Selling 5 items & up \$70 + \_\_\_\_\_  
additional 1/2 space \$20 + \_\_\_\_\_  
Electrical charges  
110 amp \$25 per cord x \_\_\_\_\_ = \_\_\_\_\_  
220 amp \$50 per cord x \_\_\_\_\_ = \_\_\_\_\_

Total for booth \_\_\_\_\_

**Please describe ALL FOOD items requested to be sold (use back of sheet if needed)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Concession Name:** \_\_\_\_\_

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

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Cell #** \_\_\_\_\_

**Email:** \_\_\_\_\_

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**PARTICIPANT TERMS AND AGREEMENTS**

Participants are responsible for collecting and paying all applicable taxes due

Participants are expected to maintain their own Liability insurance and evidence of must be submitted with application. Your Insurance Certificate must name **Silvis Main Street, Inc., the City of Silvis, and the Blackhawk Bank & Trust** as additional insured. Moonlight Parade festival and the above named will not be held responsible for any claims arising form the use of products or services provided by any vendor.

No refunds

It is the sole responsibility of each Participant also known as vendor to secure the exhibit area assigned to them and the belongings contained therein. The Moonlight Parade Festival and Silvis Main Street and the above mentioned assumes no liability for any personal loss or injury to the Participant’s staff and or booth guests, for loss, damage or theft of any individual’s belongings. Nor shall the Silvis Main Street or above mentioned be required to maintain security or provide insurance for any damage or loss to any individual or individual’s property.

Silvis Main Street and Moonlight Parade Festival reserves the right to cancel or close festivities if the reasonable opinion of the City of Silvis or other authorized people opinions come to the conclusion that it is at the best interest of the public to do so. Reasons may be but are not limited to festivity premises being destroyed or rendered unsafe, acts of Nature, war, or any circumstances beyond the control of Silvis Main Street. Silvis Main Street shall be released of any and all claims for losses, damages, costs or expenses of the Vendor by reason of such cancellation or closing.

Each Participant agrees to protect, defend indemnify and hold harmless Silvis Main Street, management and volunteers of Moonlight Parade Festival and the above mentioned, it’s officers, directors, agents, or any person, organization or company associated with Moonlight Parade Festivity against loss, damages, or expense by reason of suits, claims, demands judgments and causes of action caused by Participants or the Participant’s agents, arising out of or in consequence of the performance of this contract.

Moonlight Parade Festival can give indications of attendance at previous events but cannot and does not guarantee attendance or profit levels at the Festival site. Any loss sustained is to be borne by the Participant.

The Participant herein acknowledges receipt and reading of all the Terms and Conditions of this contract. The Participant further agrees that he/she/it is responsible for obtaining a copy of the General Festival Rules and Instructions and any special additional instructions written for each section of the festival and to read and understand same and is bound by such rules and instructions, incorporated herein by reference.

I HAVE READ AND AGREE TO ALL CONDITIONS OF THIS CONTRACT.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

4 GROUP/COMPANY NAMED: \_\_\_\_\_

# **Rock Island County Temporary Food Stand Requirements**

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1. Thermometers: Provide an adequate supply of thermometers to check refrigeration and food temperatures. Metal stem, "bayonet" type thermometers shall be provided. These are available at T.P.C. or any restaurant supplier and can be used to check both refrigeration temperatures and internal food temperatures. Be sure to sanitize the probe between uses by wiping with an alcohol swab or immersing in a sanitizer solution.
2. Dispensing utensils: Be sure to have enough appropriate utensils to serve food and ice. Avoid direct hand contact with ready-to-eat foods whenever possible. NEVER permit customers to use hands to serve food. If you use plastic gloves, check often for holes and change whenever they are soiled or after handling raw food products.
3. Single-serve articles: Use only single-serve (disposable) plates, forks, spoons, napkins, etc. for food-service. Keep all these articles covered and up off the ground until used. When dispensing forks and other utensils, position them so that only the handles are exposed. That way the food contact surfaces are protected from possible contamination. Reuse is strictly prohibited. Single service articles shall be passed-out by personnel or be stored in dispensers for customer self service.
4. Source of food: All food served must be from an approved source. No home prepared foods are permitted at any time. When planning your menu, choose items requiring minimal preparation. Your best choices are cook-to-order items such as: hamburgers, hot dogs, tenderloins, sausages, etc.
5. Sanitizer and utensil washing technique: To wash all utensils, pots, pans, or any other food service articles, use the following sequence: 1. detergent wash, 2. clean water rinse, 3. sanitizing rinse, 4. air dry only. For sanitizers, there are several commercial products available. Follow label directions carefully. Household bleach (e.g. "Clorox") can also be used by adding 2 teaspoons to one gallon of water. You may use clean plastic buckets or pans for utensil washing. These containers must be large enough to immerse the utensils to be cleaned. Warm water shall be used. Utensils shall be cleaned and sanitized after main use periods or at several hour intervals. Wiping cloths shall be stored in a labeled sanitizing (bleach/water) solution and kept clean. Some means must be provided for heating water used in utensil and handwashing operations.
6. Covered refuse: Use garbage cans with lids; be sure to plan or provide for adequate pickup or disposal to prevent an accumulation of garbage. Plastic bags used to line the cans are recommended. Keep any open containers, provided for the public use, located some distance from your operation.
7. Personal Hygiene/Hand washing: No smoking, eating, or drinking is permitted while working in the foodservice operation. Provide a break area for workers that is removed from the main food preparation and serving stations. Hand washing shall be done diligently and frequently, especially after visiting the toilet or after handling contaminated or soiled surfaces. Warm water, soap, and disposable towels are to be provided. Free flowing water with a lockable spigot catch bucket is required. A liquid, pump soap is ideal. Keep paper towels handy.
8. Dispensing condiments: Your best and most convenient choice is individual packets. An acceptable solution is pump or squeeze bottles. Do not allow customers to help themselves from open jars or containers. Onions, relishes, etc. should be applied by the food preparer to the customer's order rather than allowing the customer to help him/herself.

# **Rock Island County Temporary Food Stand Requirements**

9. Stand Construction: Food shall be protected from contaminants such as insects, dust, rain, birds, etc. All open food shall be wrapped or in covered containers. The stand and all outside cooking areas shall be under cover. Stands should have flooring of concrete, asphalt, or wood. All stands shall be enclosed with screens and/or side curtains with the following exceptions:

stands serving only beverages: food prepackaged in individual servings

areas where grilling or barbecuing occurs

10. Food Temperatures/Heating and Cooling Equipment: Potentially hazardous food (milk or milk products, eggs, meat, poultry, and fish) shall be maintained at temperatures of 41 degrees F or colder or at temperatures of 135 degrees F or hotter. These temperatures must be maintained at all times including during storage, holding, and transporting operations. Fresh pork and poultry must be cooked to an internal temperature of at least 165 degrees F. Eggs and fish and roasts of beef and corned beef must be cooked to 145 degrees F. Ground meat must be cooked to 155 degrees F. Mechanical cooling units shall be utilized whenever possible. Ice of any type is less preferable; when ice is used the supply and food temperatures shall be closely monitored. Only purchased ice shall be used; packaged food shall not be stored in direct contact with water or undrained ice. Soft drinks may also be stored in a cooler as long as the ice is not used for consumption. The use of crock pots for holding hot foods is discouraged. They often take too long to reach a hot enough temperature to prevent bacterial growth. An acceptable alternative is the electric "roaster" unit which many organizations currently own and use. Again, keep a thermometer handy to check the food temperature on a regular basis.

11. Water supply: Accessibility to a potable water supply is critical – you may want to plan on providing your own. You can store water in clean 5 gallon containers made of food safe materials. Rinse with a bleach and water solution before filling. If stand is a mobile unit, storage tanks should also be emptied and rinsed with a bleach and water solution before filling. If hoses are to be used to provide water, these hoses shall: 1) be approved for supplying potable water; many regular hoses can allow chemicals to leach out in hot water, 2) be located in areas which do not allow the hose to be submerged in standing water, and 3) be provided with approved backflow devices as required by the local plumbing code.

A completed application form shall be submitted by the applicant/organization and submitted along with the \$50 (\$75 without pre-approved application) license fee to the Department for approval. Approval of any application is based on information provided on the form and on any follow-up information obtained. Final permission to operate is determined by a satisfactory onsite inspection prior to the start of your operation. Please feel free to contact this office at 309-558-2840 if you have any questions.