

GUMBO YA YA

VENDOR APPLICATION

| EVENT & LOCATION | DATE & TIME |
|--------------------------------------|----------------------------------|
| ____ GUMBO YA YA / Great River Plaza | JUNE 8 4 PM - 12:30 AM |

Organization _____

Contact Name _____

Email Address (Required) _____

Mailing Address _____

Cell Phone _____

Power Needs (See item #10) _____

List of Products & Prices _____

Food Vendor fee: \$150.00 flat fee

Liability Insurance: All vendors must be covered by liability insurance. An insurance rider with a \$300,000 minimum coverage which states the following: "Factory Productions" to be named as additionally insured. This certificate must be received with the application.

Electrical Needs: A fee of \$100 will be assessed for any power needs. This must be noted in your application. We will assume that you do not need electricity unless you state otherwise.

I, the undersigned agent, dutifully swear that I have thoroughly read the rules and regulations contained within this application and agree and comply. I understand the duties I must fulfill, and the timeframe in which I must fulfill them to vend at Factory Productions events.

Signature _____ **Date** _____

1) Selection Process

All festivals are produced by Factory Productions A committee made up of local business stakeholders will play a role in selecting all food, arts and merchandise vendors participating in events. Vendors will be selected based on the product offered, the vendor's experience with selling at these types of events, public feedback, past experiences with downtown Rock Island events and electrical/space needs. Our goal is to have a wide variety of options offered to the public at the event, however, we do not guarantee exclusivity of product.

2) Interpretation and Enforcement of Rules

Each vendor shall comply with the following rules and regulations, in addition to complying with any and all statutes of the State of Illinois, Rock Island County and the City of Rock Island pertinent to maintenance, health and fire safety. Factory Productions shall have the right to interpret the following rules and regulations:

3) Conduct

Factory Productions hosts family-oriented events. You are responsible for monitoring your employees, and all vendors must conduct themselves in a courteous and polite manner. Any violation of these rules and regulations shall result in a single warning then forfeiture of all rights of participation in the event and future events.

4) Liability Indemnity

Vendor covenants that will protect, defend, hold harmless and indemnify Factory Productions, their directors, officers, agents, employees and volunteers from and against all expenses, claims, actions, liabilities, attorney's fees, damages, and losses of any kind whatsoever, actually or allegedly, resulting from or connected with the participation as a vendor in the event. Factory Productions shall not be liable for any loss or damage to any merchandise or personal property in or about the vendor's booth, regardless of the cause of such loss or damage. An insurance rider must be provided. See application for specific information.

5) Booth Setup/Removal

Vendor will be permitted to setup on the following dates, concurrent with the following events:

- Gumbo Ya Ya: Setup begins at 8:00am Saturday, June 8 and removal on Sunday, June 9 no later than 3:00am.

6) Clean Up

You must leave your booth space in the same condition it was at arrival. Please note that there are no disposal facilities for grease and/or charcoal. Vendors using grease and/or charcoal are urged to place plywood under their tent. **Dumping grease and/or charcoal into sewer grates, porta-potties, dumpsters, or any other illegal dumping site is strictly prohibited and may result in a fine. Anyone leaving grease and/or charcoal behind at the festival will be dismissed from the event with no refund and will not be considered for future events.** Propane tanks cannot be left at the festival site. Failure to remove tanks will result in a fine.

7) Garbage

All garbage needs to be taken to the dumpsters designated for vendors. You will be advised of the location prior to the event. Boxes must be broken down. Vendors must supply their own containers and garbage bags for their location. All Plaza or sidewalk waste containers are for customer use only. **DO NOT LEAVE YOUR TRASH BEHIND YOUR BOOTH. DO NOT DUMP GREASE DOWN DRAINS.** Failure to comply with these rules will result in exclusion in future events held in the Great River Plaza.

8) Merchandise

At no time shall the vendor display for sale or otherwise materials, which in the sole judgement of Factory Productions shall be deemed obscene, dangerous or unlawful. Additionally, no vendor shall be permitted to sell raffle tickets. Merchandise must be suitable for all ages. No glass pipes or smoking paraphernalia will be allowed. No reproduction merchandise (ie. Tommy, Nike, etc.) will be allowed.

9) Parking

Street parking/parking lot spaces are available outside the footprint of the festival, in designated and/or clearly marked areas. The City of Rock Island provides free parking in these areas only from 5:00 p.m. on Friday until 7:00 a.m. on Monday. Factory Productions assumes no liability or responsibility for any vendor vehicles or their employees. Restock vehicles are not allowed to park within the festival grounds.

10) Electricity

A fee of \$100 will be assessed for any power needs. Each outlet pulls 20 amps of electricity. Please indicate on your contract the number of outlets you will utilize during the event. Power will be provided only if requested on contract. 220v single phase, 30 amp outlets are available on a limited basis. Vendors must provide their own lights and extension cords. All cords must be duct taped down to the ground. If you have electrical problems during the festival at your site, report it immediately to the staff.

11) Health Department Requirements

Food vendors must obtain a Temporary Food Permit from the Rock Island Health Department, 1528 Third Ave., Rock Island, (309) 732-2910. Temporary License Fee is \$35.00 if obtained more than 2 working days prior to event, \$70.00 if obtained less than 2 working days prior to event. The Health Inspector issues licenses on-site, after your booth passes inspection. No food can be served until inspection has been passed. Please be ready for inspection by 11:00 a.m. on Saturday to ensure that your booth can be open on time. Please note: the time of inspection may vary, as there is only one health inspector and several food booths.

12) Insurance

All vendors are required to submit a Certificate of Insurance in the amount of \$300,000 (minimum) personal injury and \$50,000 property damage. Factory Productions is to be named as the additional insured party. This must be submitted with executed contract.

13) Exclusivity

Factory Productions is unable to guarantee any exclusivity or restrictions on the number of vendors or the type of products sold unless negotiated in advance. You will be assigned a space of vendors or the type of products sold unless negotiated in advance. You will be assigned a space based upon the judgement of our staff and electricity available. No locations are guaranteed. We will do our best to provide you with a convenient and suitable space for the sale of your products.

14) Security

Factory Productions will provide security for our major events. However, it is the vendor's responsibility for the protection and safeguarding of valuables and release Factory Productions for any losses.

Contact

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