



The Wheeling Park District's (WPD) 2016 Summer Entertainment Series at Heritage Park is about to begin providing quality entertainment and activities for guests of all ages! We are seeking high-quality food vendors to add to our guest experience and you are invited to apply to participate. This is not only a great opportunity to promote your business and product to a large audience, but to support the Wheeling community.

Applications are subject to a selection process including, but not limited to:

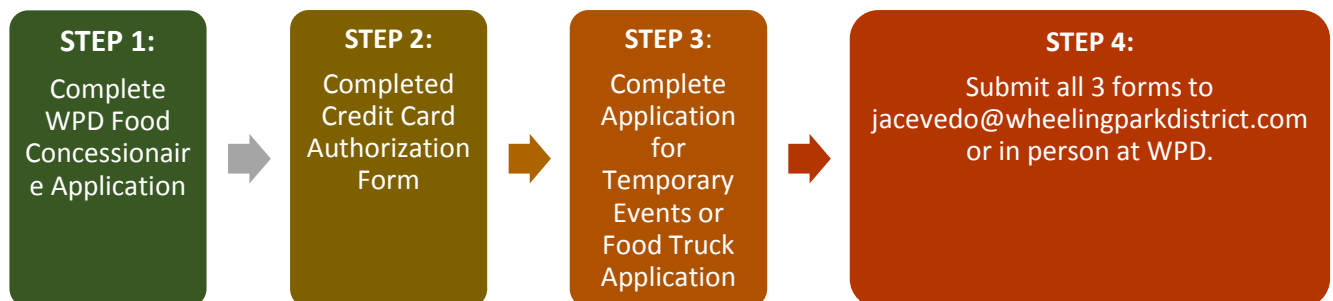
- Uniqueness of menu items and creativity of booth
- Special Event experience (serving food at festival-style events)
- Value based menu items
- Compatibility with theme of event

I. Possible Events

June 25	2PM-6PM	Saturday	Craft Beer & Wine Festival The WPD will celebrate community, craft beers and wines at the Heritage Park Performance Pavilion. Attendees will be able to sample over 60 beers, ciders, and wines.
July 30	1PM-4PM	Saturday	Classic Car Show The Wheeling Park District is proud to present its inaugural Classic Car Show which will be a family friend event.
August 27	4PM-8PM	Saturday	Passport to the World: International Festival A celebration of cultures from around the world with ethnic music and dance, an eclectic range of food for purchase and unique arts and crafts.
September 18	1PM-4PM	Sunday	Fallapalooza Celebration of music and fall

Application Directions

1. All food establishments are required to complete a **Wheeling Park District Food Concessionaire Application**.
2. All food establishments are required to complete a **Credit Card Authorization Form** to pay the \$50 application fee for each event selected.
3. All food establishments **are required to apply for a temporary permit with the Village of Wheeling**. There is no cost for the temporary permit.
 - a. Food trucks and facilities **outside** of Wheeling must provide the following
 - i. Completed food truck **or** temporary event permit application
 - ii. Copy of business license
 - iii. Copy of most recent health inspection report
 - iv. Copy of certified food sanitation manager license
 - b. Food trucks and facilities **within** the village of Wheeling are required to submit
 - i. Completed food truck **or** temporary event permit application
4. Submit all three forms (Wheeling Park District Food Concessionaire Application, Credit Card Authorization Form and Temporary Event Permit or Food Truck Application) by emailing all signed forms to jacevedo@wheelingparkdistrict.com or in person at Wheeling Park District 333 W. Dundee, Wheeling, Illinois 60090.
5. If application is accepted, the vendor will be notified. Credit/Debit card payments will not be processed until an application is accepted by the WPD.





WHEELING PARK DISTRICT CONCESSIONARE APPLICATION

CONTACT INFORMATION

BUSINESS NAME:

ADDRESS:

CITY:

STATE:

ZIP:

CONTACT PERSON

CELL PHONE OF CONTACT PERSON

ALTERNATE PHONE:

EMAIL

CONFIRM EMAIL:

WEB SITE

PROVISIONS

- 10' x 15' or 18' x 18' space (depending on site)
(Attachments, awnings, trailer tongues, tables and chairs must fit in the provided space.)
- Recycle/trash containers

Concessionaire agrees to provide all materials and supplies necessary to provide services including, but not limited to the following:

- Electricity
- Potable water
- Setup and breakdown
- Hand wash station
- Tent

Events are held in parks without cover or access to electrical hook up and potable water. These sites are most suitable for experienced mobile food vendors with self-contained units.

MENU

Menu Type

(You may select more than option by pressing and holding *Control [Ctrl]* and selecting the corresponding options)

If other, please specify:

Menu and Services

Help us promote your food services to thousands of readers through our print, web and social media messages. Provide a brief description of the unique and special features of your product, staff and service. Include types, as well as country or region of origin, of food items.

Menu Items

List all menu items and prices

BOOTH/TRUCK DESCRIPTION

Type/Description

Describe type of booth (e.g. tent, kiosk, truck, trailer)

Dimensions

Length:

Width:

Weight:

Additional Dimension Details

Electricity Source:

If generator will be used, provide make and model of your generator. No loud/noisy generators will be allowed on site. **WPD will not provide electricity to vendor)**

Equipment List:

List major equipment that will be used to prepare and serve food

Disclaimer: Any vendor who wishes to use generator as an electricity source or will use a tent larger than 10 x 10 feet, will need to apply for an additional permit with the Village of Wheeling. No cooking equipment can be used under any tent. It is suggested that the vendor do the least amount of food prep at the event. Most of the food prep must come from an approved source/kitchen.



SELECTION OF EVENTS DESIRED TO PARTICIPATE

Please select the events that you wish to be part of. Applications are subject to a selection process

DATE	EVENT	COST	APP. DEADLINE
June 25 Saturday 2PM-6PM	Craft Beer & Wine Festival Heritage Park, Performance Pavilion 333 West Dundee Road, Wheeling, IL 60090	\$50.00	Application due June 01, 2016
July 30 Saturday 1PM-4PM	Classic Car Show Heritage Park, Performance Pavilion 333 West Dundee Road, Wheeling, IL 60090	\$50.00	Application due July 01, 2016
August 27 Saturday 4PM-8PM	Passport to the World: International Festival Heritage Park, Performance Pavilion 333 West Dundee Road, Wheeling, IL 60090	\$50.00	Application due August 01, 2016
Sept. 18 Sunday 1PM-4PM	Fallapalooza Heritage Park, Performance Pavilion 333 West Dundee Road, Wheeling, IL 60090	\$50.00	Application Due August 29, 2016

TERMS OF AGREEMENT

I understand that upon submittal of form I acknowledge that they will be the property of the Wheeling Park District to be used for performance selection and marketing purposes. Further the Wheeling Park District assumes no liability for submitted materials. I understand selection to participate at the event is not guaranteed and will be at the discretion of the selection committee. Decisions will be based on completed application entries that best exemplify Wheeling's cultural diversity.

Applicant hereby fully releases and discharges the Wheeling Park District, 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 any of the events selected in this form.

Applicant further agrees to indemnify and hold harmless and defend the Wheeling Park District, 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 any of the events selected in this form.

I have read the above and agree to comply with the guidelines. I have read the above and agree to comply with the guidelines. I understand that any cancellation of an act may result in a bill for damages. I have also received, read and agree to abide by the rules and guidelines stated in the International Festival Information.

Please note: Submitting an application in no way guarantees acceptance of the application or the right to sell food items at any WPD venue. Only completed forms with an authorized signature will be review for consideration.

Authorized Signature

Date (MM/DD/YYYY)

You may submit by clicking submit, or you may save the file as a pdf and email directly to jacevedo@wheelingparkdistrict.com or mail the completed form to:

**Wheeling Park District
333 W. Dundee Road
Wheeling, IL 60090
ATTN: Juan Carlos Acevedo**



333 W. Dundee
Wheeling, Illinois 60090
847-465-3333

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize Wheeling Park District to make a one time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize Wheeling Park District to charge my credit card.

Please indicate the events that you wish to participate:

DATE	EVENT	COST
<input type="checkbox"/> June 25	Craft Beer & Wine Festival	\$50.00
<input type="checkbox"/> July 30	Classic Car Show	\$50.00
<input type="checkbox"/> August 27	Passport to the World: International Festival	\$50.00
<input type="checkbox"/> Sept. 18	Fallapalooza	\$50.00

Exact Name Shown on the Card _____

Billing Address _____

Phone# _____

City, State, Zip _____

Email _____

Account Type: <input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX	<input type="checkbox"/> Discover
Cardholder Name	_____		
Account Number	_____		
Expiration Date	_____		

SIGNATURE _____

DATE _____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.



Temporary Event - Food Truck Application

Date of Event: _____

Location of Event: _____

Name of Food Truck: _____

Business Address: _____

City _____ State _____ Zip Code _____

Business Contact: _____

Business Phone: _____ Alternate Phone: _____

Name of Village/City in which the truck is registered or licensed _____

Name and Address of Commissary: _____

Source of Food Items: _____

Menu Items (Please list all, including beverages):

*** All vendors NOT within the limits of Village of Wheeling must include their most recent routine health inspection report from truck and commissary, copy of Food Sanitation Certificate, and the Business license from the Village or city the truck is registered in.**



Environmental Health Application for Temporary Events

Today's Date: _____ Event Date: _____ Event Time : _____

Name of Business: _____

Business Address: _____

City _____ State _____ Zip Code _____

Event/Business Contact: _____

Business Phone: _____ Email: _____

Place where event will be held: _____

Food Catered or Prepared by: _____

Menu Items (Please list all, including beverages):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment List:

Refrigerators: Y or N How many? _____ Coolers _____

Freezers: Y or N How many? _____

Hot holding units Y or N How many? _____ How many wells? _____

**Sternos (open flame) are not allowed as a heat source at outdoor events

Transportation and holding: (Please explain how you will transport ALL foods)

Hot Foods (135°F or higher):

Cold Foods (41°F or lower):

**** All vendors NOT within the limits of Village of Wheeling must include their most recent routine health inspection report.**