



## 2017 VENDOR APPLICATION

### CONTACT & BUSINESS INFORMATION

Company/Organization Name: \_\_\_\_\_

Name as you would like it to appear in all printed materials and on [www.bellevillechili.com](http://www.bellevillechili.com) (if different than above):

\_\_\_\_\_

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Contact Phone #: \_\_\_\_\_ Alternate Phone#: \_\_\_\_\_

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

Have you participated in the Chili Cook-off before? \_\_\_\_ Yes \_\_\_\_ No If yes, for how many years? \_\_\_\_\_

If you participated in the Chili Cook-off last year, would you like to request the same location again? \_\_\_\_ Yes \_\_\_\_ No

Location requests: \_\_\_\_\_

***Requests are not guaranteed, but we do make every effort to accommodate special requests.***

If you are participating in the event as a fundraiser for a charity (other than yourself if your organization is a non-profit), to whom are you benefitting?

\_\_\_\_\_

---

### DETAILED DESCRIPTION OF FOOD ITEMS TO BE SOLD

Vendors may sell any entrée, side item, dessert or beverage with the exception of alcoholic beverages. Because this is a food festival, vendors are not allowed to sell non-food items. Please provide a detailed description of each food and/or drink item that will be sold at your booth. If you are selling chili, please be specific as to what kind (ie: white chili, meatless chili, etc...):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CHILI COOK-OFF COMPETITION

Vendors who are serving chili are invited to enter the Chili Cook-off competition. Vendors can compete in the "Non Food Service Business/Organization" division or the "Restaurant/Caterer" division. A first, second and third place is awarded in each division. Cash awards ranging from \$100 to \$300 will be presented to the winners during the festival. (The chili brought to the judging area must be from the same pot you serve your customers.) More information on the time of the chili judging will be distributed closer to the festival date. Each chili vendor who is entered into the judging will also be provided with a "People's Choice" bucket. This award is voted on by the people. One dollar equals one vote. Festival attendees can vote for their favorite chili throughout Friday and up to 2:30 p.m. on Saturday.

If you will be serving Chili, would you like to be entered into the Chili Cook-off Competition? (There is no additional cost to have your chili entered):

No                      Yes                      (Please circle one)

Please check which category your business/organization falls under as these are judged separately:

Restaurant/Caterer      Non-Food Service Business or an Organization                      (Please circle one)

***NOTE: If you will be entering the Chili Cook-off Competition, your chili must be your own recipe. No store bought chili can be entered into the competition (the judges can tell the difference). Chili can be made on-site or if making off-site can be reheated on-site. Please follow all health codes with regard to preparing your chili (updated health codes will be sent in the vendor packet closer to the event).***

## ELECTRICAL NEEDS

Each vendor space will have up to **three 110 volt circuits** available. This can accommodate up to 3 high wattage devices and up to 3 low wattage devices. Each circuit provides 1 outlet with 2 plug-in's. Vendors that require 220 volt power will be provided one 60 amp circuit. We can no longer provide 100 amp service due to the growth of the festival.

The fire chief requires vendors to use the 10/3 extension cords (available at hardware supply stores). 50 foot cords are sufficient. Vendors must have a separate extension cord for each circuit. This is for your safety and that of your fellow vendors.

Please list ALL items you will be using that require electricity:

### **High Wattage Devices (ex: roaster, cooker, warmer, refrigeration unit) Up to 3 items:**

Item: \_\_\_\_\_ Volts, Amps/Wattage: \_\_\_\_\_

Item: \_\_\_\_\_ Volts, Amps/Wattage: \_\_\_\_\_

Item: \_\_\_\_\_ Volts, Amps/Wattage: \_\_\_\_\_

### **Low Wattage Devices (ex: lights, cash register, radio) Up to 3 items:**

Item: \_\_\_\_\_ Volts, Amps/Wattage: \_\_\_\_\_

Item: \_\_\_\_\_ Volts, Amps/Wattage: \_\_\_\_\_

Item: \_\_\_\_\_ Volts, Amps/Wattage: \_\_\_\_\_

\_\_\_\_\_ No, I don't need any electricity because: \_\_\_\_\_

## VENDOR SPACE

Each vendor area measures 10 x 20 feet (unless a vendor purchases additional space). Vendors are responsible for providing their own tents, serving tables and other necessary equipment and supplies. All vendor supplies must be contained within the vendor space.

My space will be setup with (please check one): \_\_\_\_\_ Tent/Tables      \_\_\_\_\_ Mobile Unit/Catering Truck

If using a mobile unit/catering truck will you require more than a 10 x 20 space? \_\_\_Yes (please see additional fees) \_\_\_No

Will you require 220 volt power? \_\_\_\_\_Yes (please see additional fees) \_\_\_\_\_No

## VENDOR FEES

**Vendor Fees:** *(Please check one). Registration after May 1<sup>st</sup> until all spaces are filled.*

\_\_\_\_\_ **\$350** – 10 x 20 space (Chamber Member Rate)      \_\_\_\_\_ **\$450** – 10 x 20 space (Non-Chamber Member Rate)

\_\_\_\_\_ **\$550** – 10 x 30 Oversized Space and or 220 Volt Power (any sized space)\*\*

\*\*NOTE: There are a limited number of spots we can place vendors who require a 10 x 30 space or 220 volt power. If you require more space or electricity, we suggest sending in your application ASAP.

<b><u>Registration Fees</u></b>	<b><u>Fees (per space)</u></b>	<b><u># of Spaces*</u></b>	<b><u>Total</u></b>
<b>Vendor Fees (check one above)</b>			
<b>Refundable Clean-Up Deposit (separate check)</b>	<b>\$100.00</b>		
<b>Total Enclosed:</b>			

Please send a **separate** \$100 check for the clean-up deposit. The deposit will be returned to you by mail after the festival if you adhered to the Rules & Regulations. Please also include a legal size self-addressed stamped envelope, so we can return the check to you.

*\*Vendors purchasing two adjacent 10 x 20 spaces, pay only one \$100 deposit.*

Please make checks payable to the **Greater Belleville Chamber of Commerce** and mail to:

Greater Belleville Chamber of Commerce  
216 East A Street  
Belleville, IL 62220

If you have any questions, please call the Chamber at (618) 233-2015. Thank you!

---

## CHILI COOK-OFF RELEASE

I hereby release the Greater Belleville Chamber of Commerce from any and all liabilities for any damages or injuries to myself or any of my volunteers working at the Chili Cook-off while participating in the 34th Annual Chili Cook-off.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PHOTO/VIDEO RELEASE

I hereby grant the Greater Belleville Chamber of Commerce (Chamber) permission to take photos/video of myself or any of my volunteers while participating in the Chili Cook-off. I authorize the Chamber to edit, copy, exhibit, publish or distribute the photo/video and grant permission to the Chamber to use the photo/video in any and all publications including web site entries, without payment or any other compensation to myself or any of my volunteers. I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my photo/video appears.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## CHILI COOK-OFF RULES & REGULATIONS

Please **initial** next to each of the following regulations to indicate you have read each one and agree to it. Then please sign on reverse. Failure to comply with these rules and regulations can result in forfeiture of deposit. Thank you!

- \_\_\_ **FOOD HANDLING SAFETY COURSE:** All Chili Cook-off vendors must provide a copy of their food handling license, issued through a verified county Health Department, OR send at least one representative from their organization to attend one of the classes listed on the sheet labeled 2017 Vendor Training Opportunities (page 6). One additional training will be held in the Chamber Board Room on Tuesday, August 22nd at 6:00pm for those who cannot attend the 3 county-wide training dates. Failure to complete the class by August 23rd will result in the automatic withdrawal of your vendor booth at the 34th Annual Chili Cook-off. Your deposit will not be refunded. No Exceptions.
  
- \_\_\_ Non-potable water is available for clean-up purposes only. No cooking items can be washed with it and it cannot be used for drinking or cooking. There are hook-ups on the square in the Regions Bank quadrant and the Veteran's Memorial quadrant that **can be used after 10pm Friday and Saturday only.**  
  
**All water used for cooking, cleaning cooking utensils or handwashing must be potable and must be brought into Festival grounds by the vendors.**
  
- \_\_\_ Booths must be set up by 9 a.m. on Friday and in operation by 11 a.m. on Friday and Saturday. **No vehicles are allowed within the festival perimeter after 9 a.m. Friday and Saturday.** If your vehicle is used as part of your booth, it must be in place by 10 a.m. Friday morning and not moved until after 10:30 p.m. Saturday evening. This is for the safety of the other vendors as well as attendees.
  
- \_\_\_ **During setup and throughout the festival, vendors are *not* to park their vehicles in the parking lot behind the Lincoln Theater (off East "A" Street between High and Jackson Streets) or by Ben's Crafts (on the corner of High and Washington). By order of the City of Belleville, these lots are to remain open for customers of those businesses.**
  
- \_\_\_ For the safety of festival participants, there will be absolutely no dismantling of booths prior to **10 p.m.** Saturday. Dismantling is not allowed on Friday. If you sell out of food early on Saturday, you may close your booth, but tables, tents, etc... may not be taken down until after 10 p.m. Vehicles cannot be pulled in to load until after released to do so by the Belleville Police Department.
  
- \_\_\_ Vendors will be assigned a set up time. Vendors may not enter festival area before their assigned time, and must enter & exit at designated locations. .
  
- \_\_\_ Vendors are responsible for providing their own tents, serving tables and other necessary equipment and supplies. All vendor supplies must be contained within the vendor space. **NOTHING IS TO BE OUTSIDE, BEHIND, NEXT TO THIS SPACE OR PLACED ON THE SIDEWALKS, by order of the City of Belleville.**
  
- \_\_\_ The Belleville Fire Department requires all vendors to have a fire extinguisher at their booth. For vendors who deep fry, a **K fire extinguisher** is required for oils and greases. For vendors cooking with an open flame, the **4A40BC fire extinguisher** or larger is required. A 4A40BC fire extinguisher can be accomplished with two extinguishers with a total of 4A40BC (ie: 2 each 2A20BC). For all other vendors a standard-type fire extinguisher is required.
  
- \_\_\_ The City of Belleville will provide large garbage totes around the festival area. Volunteers will take care of removing full totes and bringing back an empty one. **Please do not dump trash in any of the private dumpsters.** Those are for the businesses along East and West Main Street.
  
- \_\_\_ No grease is to be dumped on the street or alleys. Please dispose of grease by putting it in a container and placing it in the garbage tote.
  
- \_\_\_ Vendor booth area must be free from trash Friday and Saturday evening before leaving the Cook-Off. Any trash left on the sidewalks or in the area around your booth, must be picked up or swept to the middle of the street for the street cleaner.

- All health codes must be met (updated health codes will be sent in vendor packet closer to the event). It is the responsibility of each participant to keep their area clean and properly store perishable food items. Each year the health department is in attendance, so please make sure to follow health codes.
- No generators allowed.
- If using a propane tank, the tank must be secured. The smaller 20 lb tanks can be in a milk crate secured with bungee cords, but larger tanks need to be secured with a light weight chain, not bungee cords.
- Due to health codes, no pets are allowed at the Chili Cook-off.

Page 4

- All vendors must sell some type of entrée, side item, dessert or beverage (with the exception of alcoholic beverages). Because this is a food festival, vendors are not allowed to sell non-food items.
- **No Alcohol** may be sold - Water, soda, tea, lemonade, fruit drinks, etc... may be sold at each vendor location.
- **Electrical:** Each vendor space will have up to **three 110 volt circuits** available. This can accommodate up to 3 high wattage devices (ie: roasters, cookers, warmers) and up to 3 low wattage devices (ie: lights, cash register, small electronics). Each circuit provides 1 outlet with 2 plug-in's.

Vendors that require 220 volt power will be provided one 60 amp circuit. We can no longer provide 100 amp service due to the growth of the festival.

The fire chief requires vendors to use the 10/3 extension cords (available at hardware supply stores). 50 foot cords are sufficient. Vendors must have a separate extension cord for each circuit. This is for your safety and that of your fellow vendors.

Chamber staff will verify power usage prior to the event start on Friday by 11 a.m. Vendors will be asked to comply with rules regarding available electric.

### **PLEASE SIGN**

I have read and initialed all the above rules and regulations for the 34<sup>th</sup> Annual Chili Cook-off indicating I understand and agree to comply with these rules and regulations. I also understand that if I am not in compliance during the festival, I may not be allowed to open my booth, my \$100 deposit may be forfeited and/or I may not be asked to participate in next year's Chili Cook-off.

**Signature**

**Date**

***Please keep a copy of the Vendor Application/Rules & Regulations for your records.*** If you have any questions, please contact the Greater Belleville Chamber of Commerce at (618) 233-2015.

### **Before mailing, please check to make sure the following are enclosed...**

- **Completed and signed Vendor Application and initialed and signed Rules & Regulations**
- **Check for the Non-Refundable Vendor Fees**
- **Separate \$100 check for the Refundable Deposit**
- **Self-Addressed Stamped Business-Sized Envelope for us to mail your deposit back after the event**
- **Completed Code Red Event Sign Up Form, required by Belleville Fire Department (located on page 7)**

# 2017 Vendor Training Opportunities

All Chili Cook-off vendors must provide a copy of a valid food handling license, issued through a verified county Health Department, **OR** send at least one representative from their organization to attend one of the classes below. One additional training will be held in the Chamber Board Room on Tuesday, August 22<sup>nd</sup> at 6:00pm for those who cannot attend the 3 county-wide training dates. **Failure to complete the class by August 23<sup>rd</sup> will result in the automatic withdrawal of your vendor booth at the 34<sup>th</sup> Annual Chili Cook-off. Your deposit will not be refunded. No exceptions.**

## FREE

### TEMPORARY FOOD EVENT SANITATION CLASSES FOR VOLUNTEERS AND ORGANIZATIONS



Wednesday, March 29, 2017

6:30pm

Millstadt Community Center

102 S Jefferson Street

Millstadt IL 62260

Wednesday, April 19, 2017

6:30pm

Belleville West High School

4063 Frank Scott Parkway West

Belleville IL 62223

(Commons-Cafeteria)

Tuesday, May 2, 2017

6:30pm

O'Fallon Township Building

801 East State St

O'Fallon IL 62269

Questions Contact:

St. Clair County Health Department

Environmental Division

(618) 233-7769

Monday – Friday

8:00am to 4:00pm

# Greater Belleville Chamber of Commerce

## Code Red Event Sign Up Form

Please fill form out to receive both verbal and text emergency notifications  
from the Belleville Fire Department.

Information	
First Name	
Last Name	
Work Phone	
Cell Phone	
Text Number	
Mobile Provider	
Work Email	

This form is a 2017 REQUIREMENT issued by the Belleville Fire Department.