



Before you submit your 2023 Fireworks Vendor Application, please make sure that the following steps have been completed:

- Complete page 3, *General Information*
- Review and agree to page 4, *Special Event Vendor Rules and Regulations*
- Review, sign and date page 5, *Terms and Conditions*
- Complete an illustration or attach a site plan on page 6
- Submit payment in the form of cashier's check or money order, payable to "City of Chicago Heights – Fireworks"

FOOD VENDORS

- Complete the list for menu items, equipment, cooking times and temperatures
- Attach a copy of your Food Sanitation Certificate
- Attach your certificate of liability insurance

NON-FOOD APPLICATION

- Complete the list for sales items

Monday, July 3, 2023

Vendor Sales 6:00 PM – 9:00 PM

Fireworks Show at Bloom High School's North Field

Limited Vendor Locations Available



**PLEASE TYPE OR PRINT CLEARLY.
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

| | |
|-------------------|-------------------------|
| Business Name: | Contact Person: |
| Business Address: | Contact Person's Phone: |
| Business Phone: | Contact Person's Email: |

Are you serving food at the event? NO YES *If yes, include cooking time & temperature*

| | Proposed Menu / Sales Items | Price | Time/ Temp | <LEAVE THIS COLUMN BLANK> |
|----|-----------------------------|-------|------------|---------------------------|
| 1. | | \$ | | |
| 2. | | \$ | | |
| 3. | | \$ | | |
| 4. | | \$ | | |
| 5. | | \$ | | |

A COPY OF A VALID FOOD SANITATION LICENSE MUST BE ATTACHED

Request for mobile vendors _____

| | Description of Equipment | Watts / Voltage | <LEAVE THIS COLUMN BLANK> |
|----|--------------------------|-----------------|---------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

SPECIAL EVENT VENDOR RULES AND REGULATIONS

1. Vendors may only sell pre-approved items listed on application. Vendors may not sell fireworks of any kind.
2. All vendors must supply their own tent or trailer not to exceed 10'x15' space or additional fees will apply. Vendors are not allowed to use additional structures, signage, tents or booths extending their 10'x15' space unless reviewed and approved by the Event Manager *in writing*, prior to the event.
3. Menu prices or signs may not be altered during the event. Any alterations will result in your booth being closed down for the event. Items may be duplicated by other vendors, but is discouraged.
4. Recycling is a vital part of the Festival. Use of recycling servicing containers or products are highly recommended and encouraged.
5. Vendor operating times for Monday, July 3, 2023, is from 6:00 PM until 9:00 PM. All vendors must stop selling items at 9:00 PM, when the Fireworks Show begins (at dusk). Vendors must remain open from 6:00 PM until 9:00 PM, unless otherwise approved by the Event Manager *in writing*, prior to the event.
6. All vendors must supply their own lighting fixtures and power supply*.
7. Water will be made available to each vendor. Vendors must supply their own method of transporting clean water.
8. Vendors must have a certified 10 pound A, B, C type portable fire extinguisher on hand. Vendors using hot oil equipment must also have a certified type K fire extinguisher.
9. Vendors must bring their own generator, approved by Festival management in advance*. (Include details on application's "Description Of Equipment"). **GENERATOR MUST BE PROPERLY GROUNDED.**
10. Space is limited; Festival management reserves the right to restrict sales items or vendors from participation in the event.
11. Food vendors must have a valid Food & Sanitation license and present the license to Code inspectors upon request. **LICENSEE MUST BE AT VENDOR BOOTH FOR EACH PERSON.**
12. All vendors agree to abide to federal, state and city laws at all times, including the City of Chicago Heights Code Requirements.

***Power may be supplied to vendors for additional fee.**

TERMS AND CONDITIONS

The applicant must promptly reimburse the City for (and make good to it) any and all damage of any kind to any property of the City which may result from the use by the applicant of the City’s premises under the permission granted herein, and the applicant further agrees that it will not hold liable the City for or in account of any loss or damage to property owned by it or controlled by the applicant, or for or on account of any loss or damages sustained by the applicant as a result of injuries to employees or agents of the applicant.

The applicant has read and agreed to the *Special Event Vendor Rules and Regulations*. The applicant understands that additional information or requirements may be needed dependent on the equipment listed on pages 1-2.

The applicant agrees that if their application is accepted for participation, applicant agrees to all rules and regulations and failure to abide by rules and regulations will result in disqualification for participation and **no refund will be issued**.

The applicant agrees that violation of rules and regulations will result in the applicant’s booth being closed down and applicant not allowed to return as a vendor for future events.

Applicant agrees to secure tent, canopy, platform or trailer safely and weighed down properly. Applicant agrees to provide all safety equipment necessary. Applicant agrees to not permanently install tent, canopy or platform to site.

I agree to the terms and conditions above:

| | |
|----------------------------|-------------------------|
| Printed Name of Applicant: | Signature of Applicant: |
| Printed Name of Business: | Date: |

RETURN COMPLETED 2023 FIREWORKS VENDOR APPLICATION TO

CITY OF CHICAGO HEIGHTS MAYOR’S OFFICE OF SPECIAL EVENTS
ATTENTION JESSICA “MANCINA” MANGIARACINA,
1601 CHICAGO ROAD
CHICAGO HEIGHTS, ILLINOIS 60411
jmancina@chicagoheights.net

APPLICATION FEES ON OR BEFORE MAY 31, 2023

Space is limited and applying for a vending place does not guarantee approval.

| | |
|--|----------|
| FOOD TRUCK – DIXIE HIGHWAY APPLICATION | \$100.00 |
| FOOD VENDOR 10' x 15' SPACE | \$100.00 |
| NON-FOOD VENDOR | \$50.00 |
| CIVIC AND NFP 10' X 10 SPACE <i>COURTESY SPACE AVAILABLE – PLEASE INQUIRE</i> | \$25.00 |

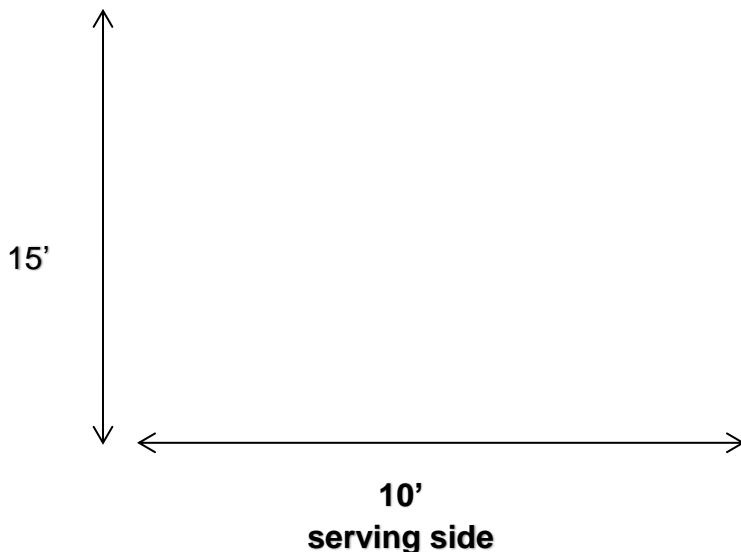
APPLICATION FEES AFTER MAY 31, 2023

| | |
|--|----------|
| FOOD TRUCK – DIXIE HIGHWAY APPLICATION | \$200.00 |
| FOOD VENDOR 10' x 15' SPACE | \$200.00 |
| NON-FOOD VENDOR | \$100.00 |
| CIVIC AND NFP 10' X 10 SPACE <i>COURTESY SPACE AVAILABLE – PLEASE INQUIRE</i> | \$25.00 |

PROPOSED SITE PLAN

Illustrate the layout of the tent / trailer here:

NOT TO SCALE. ALL BOUNDARIES ARE APPROXIMATE



FOR OFFICE USE ONLY

| | |
|--|---------------------------------------|
| BUSINESS NAME: | |
| APPLICATION RECEIVED BY STAFF: | APPLICATION RECEIVED DATE: |
| PAYMENT AMOUNT: | PAYMENT TYPE: |
| FOOD APPLICATION SENT TO CODE: | CODE APPROVAL DATE: |
| EVENT MANAGER APPROVAL: | PAYMENT GIVEN TO TREASURER ON: |
| APPLICANT NOTIFIED OF STATUS: <ul style="list-style-type: none">○ ACCEPTED○ DENIED – PAYMENT RETURNED ON _____ | |
| Revenue account #01-00-000-5199 | |
| NOTES: | |