

# 2019 Peoria Park District Food Vendor Application Form

To be considered as a food vendor for the Peoria Park District, please complete the application by downloading it, saving it to your computer, and then completing the fillable form or by printing it out and filling it out manually. Submit the completed application along with other required materials to:

Peoria Park District – RiverFront Division, Attn: Food Vendor Application, 1125 W Lake Ave, Peoria, IL 61614

Questions? Please contact Melinda Huett at [mhuett@peoriaparks.org](mailto:mhuett@peoriaparks.org) or call 309-681-2859.

**Fees:** A non-refundable \$25 application fee is due at time of application submission. Applications are due by March 31, 2019. Applications received on/after April 1, 2019 will require a \$50 application fee. Vendor selection for events will begin on April 1, 2019 and late application may not receive assignments.

## CONTACT INFORMATION

APPLICANT NAME:
BUSINESS NAME:
ADDRESS:
PHONE NUMBER:
EMAIL:
WEBSITE/SOCIAL MEDIA PAGE:

**\*Optional Question:** Is the Company a minority/woman owned business (MBE/WBE)?

YES NO If yes, MBE or WBE?

## VENDOR DETAILS

DIMENSIONS OF FOOD TRUCK OR TENT(HEIGHT, WIDTH, LENGTH & DEPTH):	
DETAILED ELECTRICAL NEEDS:	
DO YOU HAVE A GENERATOR (Y/N):	DO YOU NEED WATER HOOK UP (Y/N):
DO YOU REQUIRE A STOCK VEHICLE TO BE KEPT ONSITE (MAY REQUIRE ADDITIONAL SITE FEE) (Y/N):	
MAKE AND MODEL OF STOCK VEHICLE:	
WHAT TYPE OF LICENSE DO YOU HAVE WITH THE PCCHD:	
ANNUAL LICENSE                      SEASONAL LICENSE                      USE A TEMPORARY LICENSE EACH EVENT	

**Please include a picture of your set up with this application**

**MENU:** Please submit a copy of your full menu. Include all items even if all items may not be sold during the same event.

**INSURANCE:** Vendors selected to participate in Peoria Park District events are required to have insurance prior to the event. Please see the attachment for specific requirements.

**EVENTS** (SELECTION OF EVENTS ONLY INFORMS THE STAFF OF YOUR INTERESTS IN EVENTS. IT DOES NOT AND WILL NOT GUARANTEE YOUR PARTICIPATION AT THOSE SPECIFIC EVENTS). All events and vendors needed for events are subject to change. Selection of vendors will be based on the terms stated in the attached Peoria Park District Vendor Selection Process.

The Peoria Park District will put vendors into 2 categories: Meal Vendors and Snack Vendors.

Meal Vendor- a vendor that offers a full menu with one or more main dishes and side dishes, even if that vendor only sells a specific type of food. Example: BBQ vendors, carnival food vendors, pizza vendors, vendors who operate a grill and/or fryer.

Snack Vendor- a vendor who focuses primarily on snack foods/drinks or side dishes. Example: popcorn, coffee, pretzels, sno-cone or ice cream vendors.

**VENDOR PREFERENCES:** Please note that the number of food vendors needed is subject to change based on the attendance and any other changes to the event. SELECTION OF EVENTS ONLY INFORMS THE STAFF OF YOUR INTERESTS IN EVENTS. IT DOES NOT AND WILL NOT GUARANTEE FOOD VENDORS PARTICIPATION AT THOSE SPECIFIC EVENTS. Unless otherwise noted, all events will take place at the Peoria RiverFront. All times of events will be provided upon selection, unless noted below.

**I am interested in attending: (please select all that apply).**

**The Landing, CEFCU Stage Concerts: Dates to be determined:** Concerts take place during June-September on either Friday and/or Saturday nights. 1 meal vendor will be selected for each concert, different vendors may be selected for each concert based on the concert details. **Fee:** Range from \$50-200 +10% of sales and will be determined based on concert details.

**Spring Fling Concerts 5/31/19-6/2/19:** 3-6 vendors (2 meal, 2 snack) will be selected for this event. **Fee: Meal vendor \$400 for the weekend and 10% of gross sales. Snack Vendor \$200 for weekend and 10% of gross sales.**

**Jazz & Art Festival 6/8/19:** 1 meal vendor will be selected for this event. Preference will be given to vendors with an upscale menu, including vegetarian options. **Fee: \$200.**

**Tailgate N' Tallboys weekend 6/13/19-6/16/19:** 6-8 vendors (2-4 meal, 2-4 snack) will be selected for this event. The PPD will determine the vendors needed based on concert tickets sold. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. **Fee: Meal vendor \$700 for the weekend and 10% of gross sales. Snack Vendor \$350 for weekend and 10% of gross sales.**

**4<sup>th</sup> of July Red White Boom 7/4/19 5pm-10pm:** 8 vendors (4 meal, 4 snack) will be selected for this event. Limited power is available at this event.

**Fee: \$200 for each space and 10% of gross sales.**

**Tailgate N' Tallboys weekend 7/19/19-7/20/19:** 4-6 vendors (2-4 meal, 2-4 snack) will be selected for this event. The PPD will determine the vendors needed based on concert tickets sold. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. **Fee: Meal vendor \$450 for the weekend and 10% of gross sales. Snack Vendor \$225 for weekend and 10% of gross sales.**

**Tailgate N' Tallboys 9/14/19:** 4-8 vendors (2-4 meal, 2-4 snack) will be selected for this event. The PPD will determine the vendors needed based on concert tickets sold. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. **Fee: Meal vendor \$200 and 10% of gross sales. Snack Vendor \$100 and 10% of gross sales.**

**FESTIVALS** During the year the PPD partners with local organizations to host cultural festivals at The Peoria RiverFront. Food vendors are a large part of the festival atmosphere. Food vendors will be determined by the festival committee and preference will be made for local vendors who serve authentic foods or, those who are willing to adapt their menu for the festival they are participating in. (SELECTING BELOW EVENTS ONLY INFORMS THE STAFF OF YOUR INTERESTS IN EVENTS. IT DOES NOT AND WILL NOT GUARANTEE FOOD VENDORS SELECTED FOR THOSE SPECIFIC EVENTS).

**Fiesta en el Rio 7/27/19 5pm-11:30pm:** Celebrating Hispanic culture in Peoria, 5 vendors (3 meal, 2 snack) will be selected for this event. Preference will be given to vendors who serve authentic Hispanic cuisine. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. **Fee: Meal vendor \$250. Snack Vendor \$150.**

**River City Soul Fest Weekend 8/9/19-8/10/19:** Celebrating African American culture in Peoria, 4-6 vendors (2-4 meal, 2-4 snack) vendors will be selected for this event. Preference will be given to vendors who serve authentic cuisine. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. Times of festival still to be determined. **Fee: To be determined by the Soul Fest Committee**

**Irish Fest weekend 8/23/19-8/25/19:** Celebrating Irish culture in Peoria 8-10 vendors (4-6 meal, 3-5 snack) vendors will be selected for this event. Preference will be given to vendors who serve authentic Irish cuisine. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite.

Times: Friday 4pm-11:30pm, Saturday 12pm-11:30pm, Sunday 9:30am-6pm.

**Fee: Meal vendor \$500 for the weekend and 10% of gross sales. Snack Vendor \$250 for weekend and 10% of gross sales.**

**Oktoberfest weekend 9/20/19-9/21/19:** Celebrating German culture in Peoria 4-6 vendors (2-4 meal, 2-4 snack) will be selected for this event. Preference will be given to vendors who serve authentic German cuisine. Limited space and power is available at this event. Stock vehicles will not be allowed to be kept onsite. Times: Friday 5pm-11:30pm, Saturday 12pm-11:30pm, Sunday 9:30am-5pm.

**Fee: Meal vendor \$500 for the weekend and 10% of gross sales. Snack Vendor \$250 for weekend and 10% of gross sales.**

## **OTHER PEORIA PARK DISTRICT LOCATIONS & OPPORTUNITIES:**

**Spring Youth Soccer League at Detweiller Park 4/13-19-6/2/19 every Saturday 8am-1:30pm:** 1 snack vendor is needed for this event. Preference will be given to a coffee vendor. No power will be provided at this location. **Fee:** 10% of gross sales.

**Yoga in the Park, Summer 2019:** Yoga takes place every Saturday morning in several PPD Parks from Memorial Day 5/27/19 to Labor Day 9/2/19. We are specifically looking for a coffee vendor to serve 8am-11am each Saturday. No power will be provided at this event. **Fee:** 10% of gross sales.

**Summer Youth baseball leagues: June-July.** Preference will be given to kid friendly vendors. Vendors will set up at baseball diamonds during youth baseball games. Games are typically on Monday & Thursday evenings at Franciscan Recreation and Markwoodlands Park, and Saturday mornings at Peoria Stadium. No power will be available at any of these locations. **Fee:** 10% of gross sales.

**3<sup>rd</sup> of July Fireworks at Glen Oak Park 7/3/18 4p-10p. In park right outside of Amphitheatre:** 3 vendors (1 meal, 2 snack) will be selected for this event. Limited power is available at this event. **Fee:** \$200 + 10% of gross sales.

**PNC Worldwide Day of Play at Glen Oak Park 9/14/19 10am-2pm:** 3 snack vendors will be selected for this event. Preference will be given to kid friendly vendors. **Fee:** \$50 + 10% of gross sales.

**Holiday Shop & Stroll at Forest Park Nature Center:** TBD, dates are usually held every Friday evening 6-8:30pm in December. Preference will be given to a coffee/hot drink vendor. No utilities will be available at this event. **Fee:** 10% of gross sales.

**Winter hockey leagues at Owens Center: Winter 2019/20, dates to be determined.** **Fee:** 10% of gross sales.

**Additional events and programs that require food vendors may open up throughout the year and vendors will be contacted to participate. Selection of vendors for additional events will be based on the needs of the event.**

## 2019 Peoria Park District Food Vendor Application

**Before submitting your application, please check that you have:**

**Included the application fee. \$25 before 3/31/19, \$50 on/after 4/1/19.**

**Fully completed application.**

**Included a picture of your food tent or food truck set up.**

**Selected all concerts, events, and festivals you are interested in participating in for the 2019 season. (SELECTING EVENTS ONLY INFORMS STAFF OF YOUR INTERESTS IN EVENTS. IT DOES NOT AND WILL NOT GUARANTEE PARTICIPATION IN THOSE SPECIFIC EVENTS).**

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Vendor Authorized Signature

Please sign and return with payment to:

Peoria Park District – RiverFront Division  
Attn: Food Vendor Application  
1125 W Lake Ave  
Peoria, IL 61614

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### Riverfront Office Use Only

Date application Received: \_\_\_\_\_ Date Payment Received: \_\_\_\_\_  
Application reviewed: Application complete \_\_\_\_\_ confirmation sent to applicant \_\_\_\_\_  
Application NOT Complete \_\_\_\_\_, reason: \_\_\_\_\_

Applicant sent correction notice of incomplete application: \_\_\_\_\_

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Staff Signature