

2020 Peoria Park District Food Vendor Application Form

To be considered as a food vendor for the Peoria Park District, please complete the application and submit it to Melinda Huett at mhuett@peoriaparks.org. Questions? Please call 309-681-2859.

Fees: A non-refundable \$25 application fee is due at time of application submission. Applications are due by February 1, 2020. Vendor selection for events will begin on March 1, 2020.

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 PEORIA CITY COUNTY HEALTH DEPARTMENT: ___ 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: Ranges from \$50-\$200 +10% of sales and will be determined based on concert details.

Festival Park/Field Concerts: Dates to be determined: Concerts take place during June-September and are usually multiple days. Multiple vendors will be selected for each concert, Different vendors may be selected for each concert based on the concert details.

Fee: Ranges from \$100-\$400 +10% of sales and will be determined based on concert details.

Jazz & Art Festival 6/13/20: 1 meal vendor will be selected for this event. Preference will be given to vendors with an upscale menu, including vegetarian options.

Fee: \$200.

4th of July Red White Boom 7/4/20 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.

BBQ Throwdown 7/18/20: For this event, we are specifically looking for local and regional BBQ vendors to sell snack/small portions of their signature dish and menu.

Fee: TBD

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 7/25/20 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.**

Fiestas Patrias September 2020 at Glen Oak Park & Amphitheatre: Preference will be given to vendors who serve authentic Hispanic cuisine. Limited space and power is available at this event.
Fee: Meal vendor \$150. Snack Vendor \$75.

River City Soul Fest Weekend 8/7/20-8/8/20: 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 soul food 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: Meal vendor \$350. Snack Vendor \$175.

Irish Fest Weekend 8/28/20-8/30/20: 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 9/18/20-9/20/20: 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:

Food Trucks in the Parks: NEW IN 2020! We anticipate having 1 day each month when we will have an opportunity at Park District Parks throughout Peoria each month to highlight our local food vendors. These events may include concerts in the parks or other community events scheduled in the park at that time. We envision these events being on a regular schedule, like the “3rd Thursday of each month.” Multiple vendors will be selected for these events. Limited or no power will be available.

Fee: TBD. Is there a day of the week preference?: _____.

Saturday’s in Glen Oak Park: May-September 11am-4pm: 1-2 vendors will be selected to set up in Glen Oak Park close to Peoria Zoo and Peoria PlayHouse Children’s Museum. Multiple vendors can be selected to alternate dates. Limited power may be available.
Fee: 10% of gross sales.

Peoria Zoo: Throughout the year, Peoria Zoo hosts 6 Donation Days. Attendance ranged from 1,200-4,000 in 2019 on Donation Days. 1-2 vendors will be selected to set up at the Zoo. Multiple vendors can be selected to alternate dates.
Fee: TBD.

Municipal Band Concerts at Glen Oak Amphitheatre June-August: 6:30pm-9pm Sunday evenings. 1 meal vendor will be selected for this event, multiple vendors can be selected to alternate dates. Attendance ranged from 400-700 each night in 2019.
Fee: TBD. 10% of gross sales.

Youth Soccer Spring League at Detweiller Park April-June 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.**

Youth Baseball Summer league: June-July. Preference will be given to kid-friendly vendors. Vendors will set up at baseball diamonds during youth baseball games. Games are Saturday mornings at Peoria Stadium. No power will be available at this location.
Fee: 10% of gross sales.

Summer Golf Leagues & Tournaments: Dates & times: TBD. No power/limited power will be provided at these events.
Fee: 10% of gross sales.

Yoga in the Park Summer 2020: Yoga takes place every Saturday morning in several PPD Parks from Memorial Day 5/25/20 to Labor Day 9/7/20. 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.

Earth Day Celebration at Forest Park Nature Center: 4/18/20 10am-4pm. 1 meal vendor and 1 snack vendor will be selected for this event. Preference will be given to vendors with an upscale menu, must also include vegetarian options, and preference will be given to a coffee vendor. Average attendance is 1,000 people.
Fee: 10% of sales.

Illinois River Sweep at Forest Park Nature Center 9/19/20 7:30am-9:30am. We are specifically looking for a coffee vendor or breakfast vendor.
Fee: 10% of gross sales.

Holiday Shop & Stroll at Forest Park Nature Center: TBD, dates are usually held Friday and Saturday evenings 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.

Sunset Skate Nights: Proctor Community Center on 7/17/20 5pm-8:30pm and Logan Recreation Center 6/5/20 5pm-8:30pm 1-3 vendors will be selected for this event. Preference will be given to kid friendly vendors. Limited power may be available.
Fee: TBD.

RiverPlex Special Events: On select dates when the RiverPlex is hosting special events such as sports tournaments.

Fee: TBD.

RiverPlex Lunchtime May- September 11am-1:30pm: On select days during the week. Preference will be given to vendors who serve healthy and vegetarian menu options.

Fee: TBD.

Zootini at Peoria Zoo 5/14/20 7:30pm-10pm: 1 snack vendor will be selected to offer grab and go/snacks type foods after the event ends. Average attendance 800 people.

Fee: TBD.

3rd of July Fireworks at Glen Oak Park 7/3/20 4pm-10pm. 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 9/12/20 10am-2pm: 1 vendor will be selected for this event. Preference will be given to kid-friendly vendors.

Fee: TBD.

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.

2020 Peoria Park District Food Vendor Application

Before submitting your application, please check that you have:

Included the application fee. \$25 by 2/1/20.

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 2020 season. (SELECTING EVENTS ONLY INFORMS STAFF OF YOUR INTERESTS IN EVENTS. IT DOES NOT AND WILL NOT GUARANTEE PARTICIPATION IN THOSE SPECIFIC EVENTS).

Date Payment Received: _____

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

Riverfront Office Use Only

Date application Received: _____

Application reviewed: Application complete _____ confirmation sent to applicant _____

Application NOT Complete _____, reason: _____

Applicant sent correction notice of incomplete application: _____

Staff Signature