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Memorial Day Weekend
"RED, WHITE, & BAR-B-Q"
Barbeque Competition

February 2010

Dear Red, White & BBQ Vendor,

We are very pleased that you decided to participate in Westmont's 4th Annual Red, White & BBQ Festival. Preparation for the 2010 competition and festival began nearly 10 months ago. This is and will continue to be a Class "A" event in Westmont. This year's event will be held May 28-30, 2010 at Ty Warner Park in Westmont.

This is the 4th anniversary for this event. Every year it gets bigger and better. This year, we have introduced a carnival to draw even more people to the event. Participation in this world class event is a great way to promote your business to the community and all that attend. We have competitors from all across the country and patrons from all around Chicagoland.

To participate in this year's event, **please fill out the attached documentation and return pages 5-6** to us along with payment. If you have any questions or special needs, please do not hesitate to contact us (630) 936-3582 or email to westmontjaycees@comcast.net. We look forward to your participation and working with you this year.

Sincerely,

A handwritten signature in cursive script that reads "Kelly".

Kelly

Kelly Svitak
Westmont BBQ
Food Vendor Chairman



**2010 Red, White & BBQ – May 28-30, 2010
Food Booth Vendor Information**

The Red, White & BBQ Committee has set a goal and deadline of securing food booth vendor assignments by May 1, 2010. This date is essential for the success of the event as well as you. With all information and payment of fees in hand by the due date, we can help promote you in our press releases and printed literature.

All fees and paperwork must be received by **May 1, 2010** to be guaranteed a spot. All applications received after the due date will be given a first come first served consideration.

2010 Red, White & BBQ Food Booth Rates are as follows:

Food Booth - \$350.00
Non-Profit Booth - \$175.00
Tables / Chairs - \$10.00 / \$5.00 each
Tents - \$100.00 ea. (10' X 10')(must reserve in advance)

The Red, White & BBQ is accepting application immediately.

The Red, White & BBQ Committee will process applications on a first come first served basis. Your participation is secured once all paperwork and payment has been received and is approved by the committee. The Red, White & BBQ Committee reserves the right to not accept any application which does not meet the criteria for the BBQ.

For further information, please contact the undersigned.

Kelly Svitak
Westmont BBQ
Food Vendor Chairman

Email: westmontjaycees@comcast.net
Cell: 630-936-3582



2010 Red, White & BBQ Food Vendor Agreement

In exchange for the permission to occupy a food booth at the 2010 Westmont Red, White & BBQ, May 28-30, 2010, the undersigned Vendor/Organization agrees to the following terms set forth by the Red, White & BBQ Committee.

- 1) Vendors must provide the following **before** the Red, White & BBQ Committee can accept a vendor for a food booth at the event:
 - a) Copy of this vendor agreement signed by the vendor or duly authorized agent
 - b) Completed booth application
 - c) Certificate of insurance (\$1,000,000 commercial liability minimum)
 - d) Workman's compensation certificate, if applicable
 - e) Copy of DuPage County Temporary Food Service Application and
 - f) Payment of all fees
- 2) **The vendor shall provide a Certificate of Insurance naming the Westmont Lions Club, Westmont Jaycees and Village of Westmont as additionally insured for product liability in the amount of not less than \$1,000,000.00.** This includes liability for bodily injury, property damage and any advertising injury caused in whole or in part by your acts or acts and /or omissions by those acting on your behalf.
- 3) The Vendor must comply with all applicable federal, state and local laws and ordinances, as well as state and local health codes. The vendor must follow all Village of Westmont and DuPage County regulation governing the sale of food items.
- 4) The Red, White & BBQ Committee will provide a 10' X 10' (minimum) space equipped with two (2) 110 volt, 20 amp electrical circuits. Booth vendors will have additional workspace behind their designated area. Additional power needs may be purchased as long as they are noted in this application
- 5) **Booth vendors are not allowed to sell or give away and soda, water or alcoholic beverages.**
- 6) Booth vendors are prohibited from walking the festival for the purpose of giving away samples or selling products or product advertisement.
- 7) The Red, White & BBQ Committee is the governing body of food selections and encourages that all products are reasonably priced.
- 8) Exclusivity of any specific product can not be granted.

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- 9) Booth vendors are responsible for setup, operation and removal of all equipment and other items used for the event. Booth vendors **must** be operational during all times of the event. Booth vendors are not authorized to close their booth or dismantle prior to the end of the festival. This is for safety of our patrons.
- 10) Vendors are responsible for the neatness and upkeep of their booth area and trash removal. Trash dumpsters will be available throughout the festival.
- 11) Setup may not begin prior to 9:00 AM on Friday May 28, 2010 and teardown/cleanup/removal of equipment must be accomplished no later than 11:59 (Midnight) on Sunday May 30, 2010 unless the Red, White & BBQ Committee determines otherwise due to extenuating circumstances.
- 12) Vendors are responsible for any signage used for their booth and protection of equipment after hours. The Red, White & BBQ Committee can not be held responsible for equipment security during hours that the festival is closed.
- 13) The vendor agrees to abide by the rules and regulations set forth by the Red, White & BBQ Committee.
- 14) The vendor shall pay all legal fees and expenses (if any) incurred by the Red, White & BBQ Committee if the vendor defaults.
- 15) Vendor fees are non-refundable.
- 16) Violation of any terms of this agreement or any specific event rules as set forth by this agreement will render this agreement null and void. Upon such violation, the Red, White & BBQ Committee may at it's discretion, require the vendor to immediately cease operation at the event without reimbursement of fees paid.
- 17) All personally owned tents and equipment must comply with State and Local Fire Regulations. Equipment (including fire extinguishers) will be inspected by the Westmont Fire Department prior to the opening of the event. Vendors are solely responsible for their equipment. No refunds can be made if equipment is in non-compliance thus delaying or preventing the opening of such vendor. Notice from the Westmont Fire Department is attached to this document.
- 18) In addition to your normal menu, "Taste" size portions **MUST** be offered for sale at a cost not to exceed \$4.00.



2010 Red, White & BBQ Food Vendor Application

Please complete this form and return it to the Red, White & BBQ along with the following materials:

- Appropriate booth fee
- Completed and signed vendor agreement
- Certificate of insurance, which shall name the following additionally insured:
 - Westmont Lions Club
 - Westmont Jaycees
 - Village of Westmont
 - Westmont Park District
- Workman's compensation certificate (if applicable)
- Copy of DuPage County Temporary Food Service Application

The DuPage County Health Department requires a special permit for your participation in this event. Their fee is **NOT** included in your booth fee. You must send an application for this permit to the DuPage County Health Department. Applications for this permit may be downloaded from our website in the forms area (www.westmontbbq.com). **All applications for Temporary Food Service Permits must be submitted to the DuPage County Health Department no later than May 10, 2010.**

Name of business / organization: _____

Address: _____

Contact person: _____

Phone No. _____

Cell phone: _____

Email: _____

Type of booth requested:

Business Food Non-Profit Food

****COMPLETE AND RETURN THIS FORM****



Please list food items to be sold at the event:

Please list your "Taste" size item(s)

Please describe your booth and activities to that will be scheduled:

Please list your equipment that will be used, include exact number of electrical appliances; gas powered grills, stoves, ovens boilers roasters etc.

List electrical needs:

___ # of 110 volts/20 amp circuits needed (2 included, \$30 each additional)

List number of tents, tables chairs needed:

___ Tables (\$10 ea.) ___ Chairs (\$5 ea.) ___ 10' X 10' Tent (\$100 ea.)

****COMPLETE AND RETURN THIS FORM****



Westmont Fire Department

HEADQUARTERS
6015 South Cass Avenue • Westmont, IL
60559



Commission on
Fire Accreditation
International

Administration (630) 981-6400
Fire Prevention (630) 981-6402
Fax (630) 829-4486

TO: Red, White & BBQ Participants
FROM: Doug Daniels, Director
Bureau of Fire Prevention
SUBJECT: Fire Code Requirements

As a participant in the upcoming **Red, White & BBQ**, you must be aware of the following Fire Code Requirements related to this function.

- All booths in which cooking takes place are required to provide two (2) portable fire extinguishers. These must be ten (10) pound capacity and of either A-B-C or B-C type. Fire extinguishers of smaller size will be permitted, but a greater number will be needed. Water type is not acceptable. These are to be placed within 15 feet of the cooking surfaces used.
- Proper separations between all cooking equipment and tent surfaces must be maintained.
- All pressure cylinders of any size must be chained to something permanent or heavy enough to withstand an unexpected release of contents.
- All electrical cords, wiring and devices used must be acceptable to the Village Electrical Inspector. No open wiring, open outlet boxes, etc. are permitted. All electrical must be covered or in closed boxes.
- No open flame, such as candles or torches are permitted. Only flames related to cooking are permitted.
- All tents participating in this event will be inspected prior to the Friday opening and will be subject to periodic inspections during the event.

If there are any questions, please contact the Fire Prevention Bureau at the above location.