

# Food Vendor Contract



July 20th, 2024  
10:00am – 5:00pm  
Historic Downtown  
Willoughby

10'x10' Space \$175 Space Reservation Fee (non-refundable) **SOLD OUT**

Food Truck \$200 Space Reservation Fee (non-refundable)

Food Truck maximum length = 26'

+\$30 for electricity. Water is NOT available.

Payment must be postmarked or paid via credit card by June 3, 2024 to confirm location assignment. Total payment due with application.

Setup: 8:00am – 9:30am - Please be ready to serve by 10:00am

Close-down: 5:00pm - Booth must remain open and staffed for the duration of the show

Vendor must provide own signage, own water supply day of show, valid health permit, and proof of insurance.

- Insurance must include coverage for WWLCC
- All food vendors will be subject to committee approval.
- Duplication of products is at the discretion of the committee. You may be asked to delete or substitute items as a condition of acceptance.
- Applications will be reviewed on a first-come, first-paid basis. All checks returned for NSF are subject to a \$50.00 fee.
- First time applicants must include a digital photo of your booth as set up.
- There are no guarantees on the amount of sales any food vendor will generate.

Additional info: Phone: 440-942-1632 or email at ArtsFest@wwlccchamber.com

DETACH THIS PANEL AND RETURN WITH PAYMENT CHECK OR CC INFO & PROOF OF INSURANCE



## Food Vendor Contract

Please print clearly

Contact name \_\_\_\_\_

Company name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Day or Evening phone \_\_\_\_\_

mail to:  
Willoughby Western Lake County  
Chamber of Commerce  
Artsfest Committee  
28 Public Square  
Willoughby, OH 44094

please note:  
• Include proof of insurance  
• All payments are non-refundable  
• All assignments are final  
• Event is rain or shine

Check box if electricity required: Must specify the type of electrical connection required. PLEASE NOTE:

You are responsible for bringing all cords and any special electrical equipment required. 110 Volts 220 Volts

CORD COVERS: I understand that I must bring covers for ALL electrical cords. Failure to do so may result in removal from the show.

• Vendors requiring standard 110 volt connection need standard 3-prong grounded plug.

• Vendors requiring 220 volt connection will need a 125/250 volt - 30

• Please note if a generator will be used as we'll need to place your booth at a specific location.



FOR OFFICE USE ONLY:

Booth Space(s) Fee \_\_\_\_\_

Electricity: (+\$30)

Total Fees \_\_\_\_\_

Check # \_\_\_\_\_

Proof of insurance w/ Chamber coverage



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Dear Food Vendor:

Thank you for your participation in the Willoughby ArtsFest to be held on Saturday, July 20th from 10:00 am until 5:00 pm. Please plan on arriving to set up between 8:00 and 9:30 am and be ready to serve your product by 10:00 am. Booth may be closed but not torn down or removed prior to 5:00 pm if you run out of product.

In order to keep the ArtsFest running as smoothly as possible, you must be in compliance with the City of Willoughby rules and regulations. Failure to comply may prevent you from being considered as a vendor for future shows. The ArtsFest committee reserves the right to close your operation the day of the event if the following rules are not adhered to:

- Your temporary food permit must be submitted 10 days prior to the ArtsFest to Cady Stromp, at the Lake County General Health Department, [cstromp@lcghd.org](mailto:cstromp@lcghd.org).
- Vendors are responsible for providing all of your own extension cords, and protective cord covers.
- Vendors are responsible for your own waste product disposal (e.g. cardboard boxes, empty bottles or containers, waste water, leftover oil from deep frying, etc.) Please take it with you – **DUMPING LIQUIDS OF ANY KIND INTO SEWERS IS PROHIBITED.**
- Vendors must supply any water needed for operation. If you are using water hoses, be sure that only food vendor grade water hoses are used. **No water sources are available for your use.**

For those who reserved electricity

- Electrical usage: Adapters for 220 line will be available. No "phase 3" plugs are to be used, extension cords are to be a minimum of 12 gauge, they must be #3 prongs, and no connections may be on the ground—they must be elevated. You are responsible for bringing electrical cord covers to protect attendees from tripping.

**ArtsFest volunteers will be at all entry points to help direct you to your assigned location.**

Ice will be available to purchase at:

Clark Avenue Convenient Store - 4074 Clark Ave., Willoughby • 440-946-5527

#### WILLOUGHBY FIRE DEPARTMENT FIRE CODE REQUIREMENTS FOR ARTSFEST FOOD VENDORS

- ▶ Most vendor tents are 10' X 10' so a permit is not required.
- ▶ If cooking is taking place under the tent it must be fire retardant and be labeled as such. The Willoughby Fire Department will be checking all tents. If your tent does not comply with regulations you will not be permitted to participate in the Willoughby Artsfest.
- ▶ Fire extinguishers must be provided in each cooking tent.
- ▶ Cooking tents are to be separated by 20 feet.
- ▶ LP containers are to be located outside the tent with relief valve pointed away from the tent and the tank shall be secured.
- ▶ No open flame cooking inside tents (charcoal, wood fired grills)
- ▶ All food vendors must have permits from the Lake County Health Department.
- ▶ Any grills or deep fryers **MUST** be on plywood and neither on sidewalks nor streets.

