



Woodlawn Food Truck Festival  
Vendor Application & Contract  
Sunday, July 15, 2018  
8am-8pm

Thank you for your interest in being a Food Truck Vendor for the 2<sup>nd</sup> Annual Woodlawn Food Truck Festival, a participant of the Soulful Chicago Book Fair , where you will be able to help bring a thriving community together, for the summertime fun, family bonding, neighborly love, community unity, while experiencing the “ New Woodlawn, and a festivity of literacy from wonderful authors.

**Note: ALL FOOD TRUCK VENDORS SOLD OUT AT LAST YEARS EVENT, SO VENDORS, BE PREPARED!!!**

**NOTICE OF COMMITMENT FOR MEDIA ADVERTISEMENT MUST BE SUBMITTED BY MAY 31st**

PLEASE READ CAREFULLY:

The Woodlawn Food Truck Festival, held **Sunday July 15, 2018 8am-8pm..** This event will feature a variety of great cuisine dishes from the best Food Trucks in Chicago.

**Date: Sunday July 15, 2018**

**Application Fee:** *Early Bird Special May 1<sup>st</sup> – May 31<sup>st</sup> \$200.00!!!* Sign on now to ensure your media coverage!! Beginning June 1<sup>st</sup> Price will be \$250.00... The site fee payment is required and due at the time of application filing. Please note: rain or shine the festival and book fair will offer no refunds once your application has been processed. By submitting payment, you hereby agree to all terms set within this application.

**Vendor Requirements:** Each Food Truck vendor must possess a City of Chicago Mobile Food Truck License. ( City of Chicago 180 day license) Also you must provide a copy of your Designated Insured For Covered Autos Liability Coverage naming the organization/event Woodlawn Food Truck Festival, Soulful Chicago Book Fair, The City of Chicago, 503 E 61<sup>st</sup> Street Ste 2, Chicago, Il. 60637

Food Trucks must be prepared to bring their own setups. Signage and menu should be visible for patrons during the events operation hours. 8am-8pm

**Copies of the Following are Required**

- 1) Signed Vendor Contract. All Food Vendors must complete and sign the Woodlawn Food Truck Fest 2018 Application

- 2) Insurance Documents
- 3) City of Chicago Mobile License
- 4) 180 Permit or Special Event License

EVENT SET UP INSTRUCTIONS: The Soulful Chicago Book Fair/ Woodlawn Food Truck Festival will begin set up at 7am Sunday July 15. The event will be open to the public at 10am. IF WE FIND VENDORS HAVE NOT PROVIDED THE "REQUIRED" ITEMS PRIOR TO THE EVENT YOU WILL NOT BE ABLE TO SET UP AND OR WILL BE ESCORTED OFF THE PREMISES.

- All food vendors must comply with all local, state and federal applicable laws.
- All food vendors are responsible for obtaining all required business licenses, permits and taxes for operations.
- All food vendors must stay within the bounds of the allocated spot.
- All vendors must remove trash before departing and dumped into proper festival trash dumpsters.
- No vendor shall sell any items in prohibition by Illinois law.
- No vendor may sell counterfeit and or stolen merchandise.
- No vendor shall sell beverages without consent.

**Application/Site Fee is \$250 for the all day event**

**DEADLINE: May 30, 2018 due to limited space**

We agree to abide by the aforementioned event information in the preceding information:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Business Name: \_\_\_\_\_

Please mail or email all correspondence to the following:

Woodlawn Food Truck Fest  
503 E 61<sup>st</sup> Street Ste 2  
Chicago, IL 60637  
Woodlawnfoodtruckfest.com

**Please Make All Checks Payable to: Prince Realty Group (a sponsor of the Woodlawn Food Truck Fest)**  
or

**Quick Pay: [Princerealtygroup@gmail.com](mailto:Princerealtygroup@gmail.com)**

Contact: Jafa Smith 773-272-6485 [Jafa@princerealtygroup.com](mailto:Jafa@princerealtygroup.com) for all inquires..