

Alcoholic Beverages: No alcoholic beverages shall be dispensed other than approved by the Liquor Commissioner. All servers of alcohol must be Bassett certified and provide proof of certification.

Consumption of alcoholic beverages is restricted to designated areas at the event. Only alcohol purchased as an event tasting may be consumed.

Beer & wine vendors agree to collect one ticket for each wine/beer tasting.

Clean-up: Vendors must remove their own trash and debris and leave their space trash free and in the same condition as was provided. Debris may be disposed of in the waste containers located throughout the site. **Participants who fail to clean their booth area will forfeit their \$100 security deposit.**

Recycling: Vendors are encouraged to recycle within areas (i.e., separate containers for each item, glass, cans, etc.).

Open Cooking: Only steam tables, warming ovens, and fryers will be allowed under tent. Any cooking done on stoves or on charcoal grills must be done behind the vendor's designated booth space. In such cases, vendors must provide a protective barrier. All cooking equipment with open flames must be located at least 10 feet from the tent.

Health and Fire Department Inspections

All handling, storage, and preparation of food and cleaning of each booth must be ready for inspection by the Health and Fire Departments prior to festival opening by 11:00 AM on Saturday, September 28. **You will not be allowed to operate without approval from the health and fire departments.**

All vendors with fryers, charcoal grills, and cooking equipment shall provide one fire extinguisher 10-pound ABC dry chemical. **Report any fires immediately to the fire department.**

All propane, CO2, and helium cylinders shall be secured with a stake and chain. Propane tanks must be at least five feet outside the tent. When using charcoal to cook, safety precautions are to be taken. **Do not dump these items anywhere except in the authorized containers.**

Extension cords are to be S-O listed for outdoor use, minimum 12-gauge and grounded. All extension cords are to be protected from physical damage and must be appropriately secured to the floor perimeter of the interior of the booth. Plugs are to be above ground to protect from water.

No children **under the age of 12** will be allowed in the cooking areas for health and safety reasons.

Participants dispensing food and/or beverages must comply with the Village's sanitary requirements and regulations. The requirements will be forwarded after processing the application and fee. Please review each provision carefully. Contact Sue Krauser at 630-823-5609 if you have any questions.

Sales Tax: The vendor is responsible for reporting and paying sales tax on all sales.

Security: The Village takes no responsibility for valuables left overnight.

Dismantling: All equipment and vendor property must be removed by 5:00 PM on Saturday, September 28, 2019.

Make checks payable to:

Village of Hanover Park
Corks & Crafts
2121 W. Lake Street
Hanover Park, IL 60133

2019 Corks & Crafts Festival

Village of Hanover Park



Hanover Park
Sports Complex
1200 Sycamore
Hanover Park

September 28, 2019



2019 Corks & Crafts Regulations

Vendor Hours of Operation:

Set-Up:	September 28	9 to 11 AM
Festival Hours:	September 28	11 AM to 4 PM
Tear Down:	September 28	4 to 5 PM

Festival offers no guarantees or warranties of any kind. Festival occurs rain or shine. No refunds or rain checks will be given.

Fees

Cost per booth: Free before 8/1/19—\$25 after
See Vendor Application

Security Deposit:

\$100 (Refundable upon the conditions outlined below - Security deposit will be returned within 15 working days following the closing of the Fest).

The Security Deposit must be submitted with the application. Participants will *not* forfeit their \$100 security if they adhere to the following:

1. be open for business by 11:00 AM on 9/28/19
2. Participate fully from 11 AM to 4 PM.
3. Clean-up their booth area at the end of the day.
4. Do not damage grounds, the tent(s), or plantings
5. Comply with all vendor requirements.

Insurance:

Commercial vendors must submit an insurance certificate by September 6, 2019 providing product and general liability, which names the Village of Hanover Park and the Metropolitan Water Reclamation District of Greater Chicago as additional insured during the Corks & Crafts event September 28, 2019. Insurance must cover all hours that the vendor is present at the Corks & Crafts Festival, including hours for setup and tear-down.

Indemnification

The vendor agrees to indemnify and hold harmless the Village of Hanover Park and the Metropolitan Water Reclamation District of Greater Chicago from any and all losses, costs, damages, liabilities, expenses, and claims, arising from or of, or by reason of, said vendor and its agents, servants, and employees, occupying and using the booth and space thereof.

Reservation of Right to Amend

The Village of Hanover Park will rule on all questions regarding Corks & Crafts guidelines and have the sole power to change and/or interpret same. Vendors will be advised of any and all changes.

Booth Dimensions:

Wine, craft beer and food vendors will be provided with a 10 x 10 individual tent as assigned by the Village of Hanover Park. Arts & Crafts craft vendors will be given a 10 x 10 individual tent assigned by the Village of Hanover Park. Village reserves the right to change the tent size due to spacing issues. Vendors must keep their merchandise and displays within the allotted boundaries of the space.

Booth Standards:

Only front counters and counter covers supplied or approved by the Village will be acceptable.

Booth Set Up:

Booth setup will be on Saturday, September 28, from 9:00 AM - 11:00 AM. Vendors must be open for business at 11:00 AM. ***Vendors who are not open for business at 11:00 AM will forfeit their \$100 security deposit.*** All equipment must remain in festival area until 4:00 p.m.

Trailers or trucks will not be allowed under tents unless specific permission is given by the Village of Hanover Park.

Booth Supplies:

Vendors must provide food, supplies, cooking devices, chairs, other required tables, fire extinguisher, and other items necessary to meet health and other code requirements for booth operation. Each booth must be self-contained.

Health Code questions? Contact 630-823-5862.

The Village supplies tent, table and two chairs.

Food Items: Vendors must list their complete menus on the application, describing entrees and side dishes. The Village selects what food will be served. Vendors are reviewed on a first-come, first-served basis. No food items may be added or substituted after Corks & Crafts opens.

***HEALTH REGULATIONS
PROHIBIT THE USE OR SALE
OF HOME-PREPARED FOOD.***