



Dear Restaurant Owner:

Plans are currently underway for Taste of Wheaton 2018 presented by the Wheaton Park District and Wheaton Chamber of Commerce. We are very excited about this year's event, and anticipate that more than 20,000 people will enjoy these festivities located in Memorial Park and throughout downtown Wheaton.

This year's festival will offer a 5/10K Run for the Animals to benefit Cosley Zoo, and expanded art fair, children's entertainment, carnival rides, beer tent, business expo and a fine entertainment line-up. One of the key elements of the fest that participants look forward to is our Food Vendor row, featuring local and fest treats. We are currently accepting applications for food vendors for the event. This year's fest offers the following vending opportunities:

DATE	TIME	Menu Restriction	OPEN TO NON-WHEATON CHAMBER MEMBERS/VENDORS?	Booth Limit
Thursday, May 31	4-9P	Up to 3 items + pop	YES	20
Friday, June 1	4-9P	Up to 3 items + pop	YES	25
Saturday, June 2	10A-9P	Up to 3 items + pop	YES	25
Sunday, June 3	12-6P	Up to 3 items + pop	YES	20

There will be up to twenty-five (25) 8'x8' tented booths available (see restrictions on Thursday and Sunday above), tents are provided by the park district and include a table and chair. If you require additional tables and chairs it is your responsibility to provide them on event days; a refrigerated truck to store approved perishables only will be available on the grounds on the days of the event. We will have limited number of electrical hook-ups available on a first-come, first served reservation basis.

To help offset the numerous expense in running the festival, such as booth construction, electricians and publicity, there are fees assessed to food vendors, please see chart of pricing below. **Please make your check payable to the Wheaton Park District.**

2018 Taste of Wheaton Food Vendor Fees are as follows:

Wheaton Chamber Member	Thursday	Thursday, Friday, Saturday	Friday, Saturday	Friday, Saturday, Sunday	Thursday* Friday Saturday Sunday BEST VALUE	Sunday
	\$200	\$600	\$500	\$600	\$700	\$200

Non- Wheaton Chamber Member	Thursday	Thursday, Friday, Saturday	Friday, Saturday	Friday, Saturday, Sunday	Thursday, Friday, Saturday, & Sunday BEST VALUE	Sunday
	\$250	\$800	\$700	\$800	\$900	\$250

The Taste of Wheaton is a high quality event and we are attempting to provide a level of exclusivity for food items provided by each vendor. The items will be determined by the Taste of Wheaton Committee, based on member affiliation, past participation and the menu items you list on your application. You will be able to list up to six items on the application but will only be able to **sell three (3) items per food booth**. We are asking for additional items so that we can avoid duplicate items at the food booths. If you want to sell more than three (3) items, you will need to purchase an additional booth.

We will begin to assign booths by Tuesday, April 24, 2018. We encourage you to return your application to us before this date to ensure consideration. Applications received after this date will incur a \$40 late fee. Accepted vendors will be contacted by Tuesday, May 8, 2018 with a confirmation email.

Guidelines to follow:

- **Your payment (in the form of a certified check, money order, credit card or cash) must accompany your application. Payment should be made to: Wheaton Park District.** However, we will not process payments until the food vendors are selected.
- You will be able to list up to six items on the application but will only be able to **sell three (3) items per food booth** pending committee approval.
- **You may only sell the menu items approved for you by the Taste of Wheaton Committee.** Failure to comply with this will result in dismissal from the event without a refund.
- **You must complete the electric needs and outlet request on your application.**
- **You must contact the DuPage County Health Department prior to the event to register for your permit and ensure you are aware of any changes in regulations** (information included in this packet).
- **The Wheaton Park District and the Wheaton Chamber of Commerce will be selling of soda and water!** You may also sell these items from your booth however we ask that you keep the cost @ \$2.00 PER 12oz Can and/or 16.9oz Bottle Water. **These beverages do not count as one of your 3 items.**

As always, in order to be considered for participation in this year's event, you will need to include a copy of your **certificate of insurance naming both the Wheaton Park District and the Wheaton Chamber of Commerce as additionally insured for general liability and bodily harm** with your application and payment.

Please remember that **you must secure a temporary food service permit** that is issued by the DuPage County Health Department for this event. County Inspectors will visit each booth prior to opening.

Due to the size and high quality of the event, we have also included in this packet a list of sign makers if you are in need of a banner to advertise on the day of the event at your booth.

**We look forward to a successful event and invite you to be a part of, "Taste of Wheaton 2018"!**

If you have any questions, please contact me using the information listed below.

Sincerely,



Daniel J. Novak  
*Superintendent of Special Facilities*  
Wheaton Park District  
102 E. Wesley Street | Wheaton, IL 60187  
Fax: 630-665-3779 | Office: 630-510-5117  
[dnovak@wheatonparks.org](mailto:dnovak@wheatonparks.org)



## Food Vendor Application

Company _____	Phone _____
Contact _____	E-Mail _____
Address _____	City _____ State _____ Zip _____
Are you a Wheaton Chamber Member? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a DWA Member? ..... <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical hook-up required?..... <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, number of amps required _____ If Yes, number of outlets required _____	
<b>MUST BE COMPLETED:</b> What will electricity be use for (be very specific)? _____	

Please select your level of participation below:

<b>Wheaton Chamber Member:</b> <input type="checkbox"/> Thursday only \$200 <input type="checkbox"/> Thursday-Saturday \$600 <input type="checkbox"/> Friday & Saturday \$500 <input type="checkbox"/> Friday- Sunday \$600 <input type="checkbox"/> Thursday-Sunday \$700 <input type="checkbox"/> Sunday only \$200	<b>NON- Chamber Member:</b> <input type="checkbox"/> Thursday \$250 <input type="checkbox"/> Thursday-Saturday \$800 <input type="checkbox"/> Friday & Saturday \$700 <input type="checkbox"/> Friday- Sunday \$800 <input type="checkbox"/> Thursday-Sunday \$900 <input type="checkbox"/> Sunday only \$250
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- ✓ A late fee of \$40 applies to all application after April 24, 2018.
- ✓ Booth assignments will be made beginning May 8, 2018.
- ✓ Please keep your food prices at \$6 and under.
- ✓ Non-members must pay by credit card, cashier's check, cash, or money order.
- ✓ There will be NO refunds due to inclement weather on the day of the event.

<b>Menu Items (Be very specific, one item per line.)</b>			
<b>Food item(s) to be sold and approximate price per item</b>			
1 <sup>st</sup> Item:	_____		
2 <sup>nd</sup> Item:	_____		
3 <sup>rd</sup> Item:	_____		
4 <sup>th</sup> Item:	_____		
5 <sup>th</sup> Item:	_____		
6 <sup>th</sup> Item:	_____		
<b>Will you be selling?</b>			
Soda (12 oz. can)	YES	NO	Price: \$2.00
Water (16oz. bottle)	YES	NO	Price: \$2.00
<p>Only 3 items per booth will be approved. In the event that several vendors wish to sell the same item, the committee reserves the right to direct a change in food, recommending one of the listed 4-6<sup>th</sup> items. This will be done on the priority basis listed above (WCC member, DWA member, previous event participant, etc.); the vendors will be contacted to discuss it.</p>			

Payment Information	
Payment Type: <input type="checkbox"/> CREDIT CARD (Visa) <input type="checkbox"/> CREDIT CARD (Mastercard) <input type="checkbox"/> Check (payable to Wheaton Park District) <input type="checkbox"/> Cashier's Check	
Name on Card:	Amount to be charged:
Signature:	Date:
Credit Card Number:	Expiration Date:
Office Use Only	
Receipt #	Date Processed:

Note: **Your application will not be processed without an authorized signature above.** By signing this document, you are guaranteeing that you will follow the attached guidelines for this event including selling only the items approved by the Taste of Wheaton Committee and that you will not sell any alcoholic beverages. If these guidelines are not adhered to, you will be immediately from the event without a refund. **Remit Payment: Wheaton Park District, 102 E. Wesley Street, Wheaton, IL 60187 – Attn: Dan Novak / Taste Food Vendor**

## DuPage County Health Department Permit Application Steps

[www.dupagehealth.org/temporary-food-service](http://www.dupagehealth.org/temporary-food-service)

1. Review the Temporary Food Service Requirements Booklet online to learn about food safety at temporary food events.
2. Complete the Temporary Food Service Application.
3. Submit the application form and fee (see below) to the appropriate Public Health Center at least 10 days prior to the event.
4. After your permit application is processed, the permit will be given to you on-site after an inspection.

Fees and requirements for Temporary Food Service Permits are based on a risk type. Your risk type is determined by the menu items and the amount of food preparation to be done on-site (see chart below). Final determination of risk type and fee are made by the area Sanitarian. For any questions regarding your risk type determination, contact the area Sanitarian.

FEE	LATE FEE (If less than 10 before event)	RISK CATEGORY	DEFINITION
\$62	+ \$15.50	1B	Foods with minimal to no handling during preparation and service.
\$125	+ \$31.25	2B	Potentially hazardous foods that require limited handling and assembly on-site prior to cooking or serving <b>OR</b> non-potentially hazardous foods that require extensive on-site preparation.
\$202	+\$50.50	3B	Potentially hazardous foods that require extensive preparation or assembly on-site prior to cooking or serving.
Fee Exempt	Fee Exempt	Fee exempt organizations must still obtain a permit and are subject to all permit requirements	A temporary event operator that has Illinois not-for-profit status that uses the event as a fundraising activity.

- **Note:** The Sanitarians reserve the right to limit menu items to assure food safety.
- **Note:** Fee exempt organizations must still obtain a permit and are subject to all permit requirements.
- **Note:** The Sanitarian must approve menu and booth questionnaire before a permit can be issued.

If you have questions, or to obtain an application for a Temporary Food Service Permit, please contact the Area Sanitarian at one of the Public Health Centers listed below:

**WEST+**  
111 N. County Farm Rd.  
Wheaton, IL 60187  
Phone 630.682.7560  
Fax 630.462.7945

**NORTH**  
1111 W. Lake St.  
Addison, IL 60101  
Phone 630.620.3325  
Fax 630.543.9276

**SOUTHEAST**  
422 N. Cass Avenue  
Westmont, IL 60559  
Phone 630.969.7030  
Fax 630.969.6477

**EAST**  
1111 E. Jackson St.  
Lombard, IL 60148  
Phone 630.620.3350  
Fax 630.620.8660

+ Contacts for the Wheaton are Stephanie Guerrasio and Charlie Payant.

# CERTIFICATES OF INSURANCE

You **MUST** provide a certificate of insurance naming the Wheaton Park District, Wheaton Chamber of Commerce, and the City of Wheaton as the Certificate Holder and Additionally Insured.

Certificates are due **NO** later than Tuesday, **April 24, 2018**.

Please email or fax certificate to:

Wheaton Park District  
Attn: Dan Novak  
*Superintendent of Special Facilities*  
102 E. Wesley Street  
Wheaton, IL 60187  
[dnovak@wheatonparks.org](mailto:dnovak@wheatonparks.org)  
FAX: 630-665-3779