



City of Loves Park
FOOD TRUCK/VENDOR APPLICATION
Rhythm of the Heart Music Festival

July 29, 2023
1 PM – 10:30 PM

Loves Park Festival Grounds *(located behind City Hall)*
100 Heart Boulevard
Loves Park, Illinois 61111

DEADLINES/NOTIFICATION DATES

Application deadline:	June 30, 2023
Notification of acceptance by email:	June 30, 2023
Vendor fee:	No vendor fee

Please include proof of sales tax and insurance with this application.

Vendor business name: _____
(please check one): Food truck Vendor

Vehicles and license plate #: _____

Time needed for setup _____

Business address: _____

Contact person: _____

Phone: _____ Email: _____

Thank you for your interest in being a part of the City of Loves Park Rhythm of the Heart Music Festival with Hard Rock Casino Bringing the Music.

VENDOR INFORMATION

Booth size: 10 x 10. All vendors are allotted an additional 2 x 10 space directly behind their booth for unpacking items for sale. Vendors must provide their own tents, tables, and chairs.

Booths/Signage: Booths and signage should look professional, clean, and organized, with product pricing clearly listed. Any products from partner businesses should be noted on the signage with the business name and location. Vendors will not be allowed to play music in their booth spaces.

Electricity: We do not provide electricity. Be prepared to supply your own.... get creative! Bring lanterns or battery-operated devices as this event will end at 10:30 pm.

Vendor Parking: Vendor parking is located at **5800 Industrial Avenue, Loves Park, IL**. Each vendor will be provided a one on-site vehicle pass, which will allow you to park in the parking area designated for vendors.

Craft Vending Application:

Note: You must include a link to your website or email JPG photos with a detailed written description of your wares and booth.

Description of your products: Please list the most recent festivals or large events at which you have been a vendor:

Please provide a website with images of your wares and your booth setup.

(If you are unable to provide a website with these images, please email them in JPG format to sandrawolfe@cityoflovespark.com. Make sure you reference your company name in the email.)

FOOD TRUCK VENDORS

- Electricity comes at no cost to the vendors, but vendors are designated spots based on their electric needs. These electrical needs must be clearly stated on the application form, listing the device or appliance and the electricity required. **Electricity is limited**, and not all requests for electric use will be approved. Some vendors may be required to bring their generators. **Vendors must provide their own 12-gauge heavy-duty outdoor extension cords.**

Electricity needs _____

- Generators used at the festival must be quiet (70 decibels or lower) for the safety and comfort of surrounding vendors as well as customers. Enclosures or “quiet boxes” may be used to bring the sound down to an acceptable level. Vendors with generators that do not meet sound requirements **will not be allowed to operate**. Generators **must be placed behind the vendor booth space** if they are not attached to the trucks. Secondary vehicles are not permitted on the grounds as a power source or generator storage.
- **Water is not supplied.**
- It is the responsibility of the vendor to get their food permit directly from the WCHD and forward on to us within **two weeks** of submitting your application. **No Vendor will be allowed to set up without this permit, and spot is not secure until we receive your food permit.** To apply for a Winnebago County food permit, visit the office at 555 N Court St, Rockford, IL 61103 or they can be reached via email at environmental@wchd.org or phone at 815-720-4100. Permit applications can be found on their website at: www.wchd.org/environmental-health/environmental-health-forms.

IMPORTANT REMINDERS

You are responsible for controlling your staff, and all vendors must conduct themselves in a courteous, polite, and professional manner. All vendors must abide by the rules and regulations of the Rhythm of the Heart Music Festival. You are responsible for being an informed participant and following all festival rules and regulations.

Weather can be quite variable this time of year. Be prepared for both sunny weather and heavy rain and secure your booth against the elements. The Rhythm of the Heart Music Festival, or any partner, is not responsible for any damage to any part of your booth or your merchandise. Vendors are fully responsible for the protection of their property and for securing their tents and displays.

Absolutely NO PETS allowed. No drugs; no outside alcohol; no weapons. Vendors may be asked to remove any items not consistent with their application.

Taxes: Applicable sales tax is the responsibility of the individual vendor. Vendors are required to submit their Illinois Sales Tax number to management along with their application.

Insurance, Permits and Licenses: Vendor shall obtain and maintain general liability insurance covering bodily injury, personal injury, or property damage with limits of not less than \$1,000,000 per occurrence and \$2,000,000 general aggregate. *Certificates must list City of Loves Park as certificate holder and additionally insured with the address 100 Heart Blvd. Loves Park IL, 61111*

Setup/Breakdown: The festival site opens to all onsite vendors on Saturday, July 29. **All vendors must be set up Saturday, July 29, no later than noon** on the day of the event. You are responsible for removing all materials and discarding all debris and trash from your assigned area in the trash receptacles provided around the festival grounds.

Security: There will be security during the advertised hours of the festival. While such security is provided, The City of Loves Park, or any partner, shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release the aforementioned parties from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.

General Provisions and Fees: The City of Loves Park reserves the right to deny any application without explanation. No fees shall be imposed on any vendor participating in the Rhythm of the Heart Music Festival for the calendar year 2023.

If selected, the undersigned agrees to complete set up of the vending location no later than noon on July 29, 2023. The name of your business will be marked via a sign. Each vendor shall be responsible for obtaining all licenses and permits, and for complying with all safety, health, and fire codes. Your signature acknowledges that you have read, understand and agree with the information, rules, fees and regulations contained within this application by June 30, 2023. This agreement confirms you will be attending, and for any reason you do not attend, it will be flagged for any future applications with the City of Loves Park.

Name (printed): _____

Signature of applicant: _____ Date: _____

Company name: _____

DBA: _____

Please fill out, sign, scan, and return this application to:

Sandrawolfe@cityoflovespark.com

