

The City of Belvidere Presents



Buchanan Street Strolls

Please come and join us to make our new Strolls a success. There will be live entertainment, food, family friendly activities, and, of course, lots of fun!

We are looking for Food Trucks, Farmers Market Vendors, and Crafters. We are also encouraging businesses, 501C3 organizations, and educational organizations to provide family and kid activities.

Dates: August 18, September 8, September 22, and October 6 from 1 - 6 P.M.

We ask for a commitment of at least 3 out of 4 Sundays. **Rain or Shine.** No refunds

Fees:

- * Food Trucks/Local Restaurants:

\$35.00 Weekly or \$100.00 for all 4

- * Crafters/Shops/Vendors/Local Business:

\$25.00 Weekly or \$75.00 for all 4

- * 501C / organizations:

If providing a kid, family friendly activity (carnival game, craft, or other activity), fee will be waived.

Vendors will be accepted based on date of application and payment. We will not have duplicate direct sales companies. All vendors must provide their own tents, tables, etc.

For additional questions, email GDelRose@ci.belvidere.il.us

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Rules and Regulations



1. All vendors for Buchanan Street Strolls must have their registration accepted and on file with The City.
2. All registration fees must be paid prior to participation.
3. All vendors must move their vehicles off site once set up is complete.
4. The vendor shall keep his or her equipment for transportation and display area sanitary, clean, and free of debris at all times with adequate protection against contamination. All vendors must supply their own equipment to remove waste from their area. The vendor must clean each area before departing. Not cleaning your area will result in a \$30 fine.
5. Vendors must supply their own tables, tents, and other miscellaneous display items needed. Vendors are also responsible for properly securing their displays to withstand wind or adverse weather conditions.
6. Vendors must be set up and ready to sell by the opening of the Stroll (1 pm).
7. Vendors must adhere to their assigned spaces.
8. All labels must comply with all applicable state and federal standards for labeling.
9. No unwholesome or spoiled foods may be offered for sale.
10. No hawking or crying out will be permitted.
11. All vendors will man their spaces at all times and conduct themselves in a courteous manner.
12. Each vendor shall be solely responsible to collect and pay, as required by law, the applicable sales tax payable to and collected by the Illinois Department of Revenue.
13. All vendors must act in compliance with all Health Department, City of Belvidere, and federal regulations.

Enforcement of the rules: Vendors who occupy the spaces at these events must at all times conform to the Rules and Regulations listed above. The City has the authority to enforce all rules and regulations of the festival. In submitting an application for a space at the festival, each applicant agrees to be bound by decision of The City and further agrees that the decision of The City shall be final. Upon refusal to abide by the determination of The City, the permit shall, at the sole and exclusive discretion of The City, be null and void.

Vendor Participation and Definition: Vendors are those persons offer for sale, (1) articles for human consumption, (2) non-edible articles, such as cut or potted flowers, plants, textiles, and home-made crafts, (3) small business retail items, or (4) information and participation inquiries for local organizations. Several vendors may join together to sell each other's products.

City contact is Gina DelRose, 401 Whitney Boulevard, Belvidere, IL 61008.

Phone: 815-547-7177 Email: GDelRose@ci.belvidere.il.us



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Buchanan Street Strolls

Food Truck Application

Business/ Truck Name: _____

Contact Person/ Primary Vendor: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Home Phone: _____

Email: _____

Type of Food Offered: _____

Space Needed: _____

Social Media/ Website: _____

Each Stroll will take place on the corner of Buchanan Street and Whitney Boulevard.

Space is limited. Please note that vendors need to bring their own electricity and their own equipment.

Insurance Requirements: A Certificate of Insurance for \$1,00,000.00 shall be submitted naming The City of Belvidere, Illinois, 401 Whitney Boulevard, Belvidere, Illinois 61008.

Illinois Department of Revenue Sales Tax Number: Each producer is responsible for the reporting and payment of all required taxes resulting in sales at the Buchanan Street Strolls

Agreement: The undersigned hereby represents, warranty and agrees that he/she has read the rules and regulations of the Buchanan Street Strolls and agrees to follow these rules, including all provisions regarding insurance, waiver of liability, and indemnification as if those rules were set forth fully in this agreement. I understand that by issuing a permit, Belvidere is relying upon my representation and agreement to comply with each and every provision contained in those rules and regulations. I understand that I am committing to participating in three of the four Strolls and will be present, rain or shine. I declare that I will abide by the decisions and directions of The City. I further declare that any and all edible products that I shall submit for sale are and shall be fit for human consumption. I understand and accept that I shall be solely and fully responsible for any and all activities conducted by me, my workers, and employees. **I understand that I will not be permitted to sell any products until I produce proper evidence of a Health Department certificate (if applicable) to the City.** I understand and agree that any violation or falsification of this registration and agreement will result in a the loss of the permit to sell my products at the Buchanan Street Strolls, with no refund. I certify that the statements contained on my application and this affidavit, are true.

Applicant's Signature

Date

The City of Belvidere Presents

Buchanan Street Strolls



Vendor Application

Business/ Booth Name: _____

Contact Person/ Primary Vendor: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Home Phone: _____

Email: _____

Brief Description of Products: _____

Booth Size: 10x10 10x12 12x10 12x12 12x14 14x12 14x14

Social Media/ Website: _____

Food trucks will be located on Buchanan St. and vendors located in the City Hall parking lot.

Space is limited. Please note that vendors need to bring their own electricity and their own equipment.

Insurance Liability Company: Insurance Liability is not required at this time. If you have a policy, please include a copy of your certificate

Illinois Department of Revenue Sales Tax Number: Each producer is responsible for the reporting and payment of all required taxes resulting in sales at the Buchanan Street Strolls

Agreement: The undersigned hereby represents, warranty and agrees that he/she has read the rules and regulations of the Buchanan Street Strolls and agrees to follow these rules, including all provisions regarding insurance, waiver of liability, and indemnification as if those rules were set forth fully in this agreement. I understand that by issuing a permit, Belvidere is relying upon my representation and agreement to comply with each and every provision contained in those rules and regulations. I understand that I am committing to participating in three of the four Strolls and will be present, rain or shine. I declare that I will abide by the decisions and directions of The City. I further declare that any and all edible products that I shall submit for sale are and shall be fit for human consumption. I understand and accept that I shall be solely and fully responsible for any and all activities conducted by me, my workers, and employees. **I understand that I will not be permitted to sell any products until I produce proper evidence of a Health Department certificate (if applicable) to the City.** I understand and agree that any violation or falsification of this registration and agreement will result in a the loss of the permit to sell my products at the Buchanan Street Strolls, with no refund. I certify that the statements contained on my application and this affidavit, are true.

Applicant's Signature _____

Date _____

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Payment Form



Business/ Booth Name: _____

Contact Person/ Primary Vendor: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Home Phone: _____

Email: _____

Type: Food Truck Vendor

Dates attending (must be at least 3):

August 18 September 8 September 22 October 6

Payment Method:

Check Cash

All checks are to be made payable to The City of Belvidere

Rates: Food Trucks and Restaurants pay \$35 per week or \$100 to attend all four Strolls.

Vendors pay \$25 per week or \$75 to attend all four Strolls.

Mail all payment to 401 Whitney Boulevard, Belvidere, IL 61008. Payment envelopes must contain the Vendor Application, fully completed, and this form. Payment may also be dropped off to The Office of the City Clerk at 401 Whitney Boulevard, Belvidere, IL 61008.

There will be no refunds for bad weather or cancellations.

Contact Gina DelRose with any questions. 401 Whitney Boulevard, Belvidere, IL 61008.

Phone: 815-547-7177 Email: GDelRose@ci.belvidere.il.us