

2024 Food Vendor Application & Contract

Polo Town & Country Days

June 13th-16th

601 E. Mason Street, Polo, IL 61064

Phone: 815.297.2994 Email: jdkochsmeier@gmail.com

Vendor Name & Address: _____

Vendor Phone: _____

Vendor Email: _____

Type of Vendor/Food: _____

Accurate Measurement of Footage Required: _____

Water hook up needed? Yes No (Vendor must supply own hoses)

Electricity required? Please supply accurate information Yes No | Volts: 110 220 (max of 50 amps per vendor) How many amps do you need? _____ amps

Sketch or photo included of your unit showing hitch location & indicating serving sides. Yes

Total cost is \$250.00. All setup and electrical fees to be paid on or before June 3rd, 2024, with signed application AND certificate of insurance.

ALL VENDORS SHALL ADHERE TO THE FOLLOWING:

1. Vendors location will be determined by the Polo Town & Country Days Committee and will be assigned by Wednesday evening June 12th, 2024.
2. **Hours of operation** are regulated by Polo Town & Country Days, NFP and must be open during festival hours.
3. Festival hours TBA
4. Proper electrical equipment must be used for all concessions. Cords must be a minimum of 12-2 with ground for outside use only.
5. Vendors setting up outside the designated vendor area are responsible for supplying their own electric and water.
6. Vendors are responsible for their own areas and are to be cleaned daily.
7. Vendors must supply their own small garbage containers in front of their vendor space. All garbage must be disposed of in the dumpster that will be supplied

by Polo Town & Country Days and not put in the garbage containers on the Midway.

8. Dumpsters will be furnished by Polo T&C Days, NFP. to be available at various locations for use by vendors to empty their garbage.
9. Alcoholic beverages are not allowed on the midway.
10. A certificate of insurance (minimum of \$ 500,000 liability) is to be sent to Polo T&C Days, NFP. by June 3rd, 2024. Insurance must list Polo T&C Days, NFP and the City of Polo as additional insured.
11. Vendors are responsible for any Health Permit and/or inspection fees. Concessions may be inspected on or during the event by the Ogle County Health Department and Polo Town and Country Days Committee.
12. Vendors are responsible for any applicable sales tax.
13. Vendors may set up on Wednesday June 12th, 2024 AFTER 5:00 pm and must be completely setup and in place by Thursday, June 13th, 2024 at NOON.
14. All vendors are to be dismantled and off the streets by 8:00 pm Sunday June 16th, 2024.
15. Ice will be available for purchased through Polo Town and Country Days. Will you be purchasing ice through us? YES NO Ice will need to be paid for on Sunday at the close of the festival. Who will be responsible for paying this bill? _____

ENCLOSED:

- Check for \$250.00 (includes electricity and water)
- Signed application
- Certificate of Insurance

Please make your check/money order payable to Polo Town & Country Days NFP and return payment with ALL required documents to Joey Kochsmeier, 601 E. Mason Street, Polo, IL 61064. Thank you for making this event incredible!

Comments: _____

Vendor Signature Date T&C Signature Date

Vendor Print Name Date T&C Rep Print Date