

**37th Annual Bagelfest  
July 18-22, 2023**

**Bagelfest Bites  
(Food Vendor)**

**Festival Hours: Thur. 5 - 11 Fri. 1 – 11:00 Sat. 8 a.m. – 11:00**

**Set up completed by 3:00 pm on Thursday – No tear down before 11 pm on Saturday. Health Department Inspections need to be scheduled by *YOU* ahead of time.**

**Vendor Fees:**

Food vendors .....\$300.00

Vendor fee includes a 10’x12’ assigned space and electrical accessibility.

**Health Department Applications must be submitted to the Health Department office no later than 14 days before the event in order to allow time for processing.**

*The Health Department will not accept applications received after this date. Vendors may NOT set-up without a Health Permit. You can access it online at the Coles County Health Department.*

Proof of Liability insurance, along with payment and completed contracts are required and must be submitted to the Tourism Office. Applications are on a first come, first serve basis so please turn your application in as soon as possible.

To be considered for participating in this year’s event, please complete all the information on the following pages. You will be notified by phone or email if your application has been accepted.

Bagelfest will be held under the beautiful shade trees at Peterson Park. The Park is located one block north of Route 16 on Broadway Avenue from 2<sup>nd</sup> St. to 6<sup>th</sup> St.. Please use the South gate located on Broadway Avenue at 5<sup>th</sup> Street. For more detailed directions please call our office at 258-6286 or (800) 500-6286.

**Please mail the following application to:**

Bagelfest  
208 N. 19<sup>th</sup> St.  
Mattoon, IL 61938  
Fax: 217-258-6480

If you have any questions, please do not hesitate to give us a call at 217-258-6286 or (800) 500-6286 or e-mail Mindy White at [whitem@mattoonillinois.org](mailto:whitem@mattoonillinois.org)

## 2023 Bagelfest Bites Application

Vendor spaces are 10' x 12' (if your items cannot fit in that size you must purchase extra spaces). Vendors must provide their own tent, tables, and chairs. Electrical source will be provided, vendors need to supply cords. Bagelfest Committee reserves the right to assign spaces.

### Part A: Vendor Information

Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone(\_\_\_\_) \_\_\_\_\_ Cell Phone(\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

### For office use only

Date payment received \_\_\_\_\_

Form of payment cash, credit, check

Check # \_\_\_\_\_ Amt. \$ \_\_\_\_\_

Insurance:      YES              NO

### Part B: Exhibit Information

⇒ You are applying for a Food Booth at the 2023 Bagelfest. Setup is not allowed until approval is received.

⇒ Deadline to return application is **June 15, 2023**.

⇒ Booth size is 1 - 10'X12' space for \$300

⇒ State size of unit: \_\_\_\_\_ wide    \_\_\_\_\_ deep

⇒ If serving out of a trailer please describe where your serving window is located

\_\_\_\_\_.

⇒ Number of 10'x12' spaces needed \_\_\_\_\_ @ \$300 per space = \$ \_\_\_\_\_.

⇒ Electrical Needs: Number of 110 \_\_\_\_\_; 220 \_\_\_\_\_. If you were a past vendor, have your needs changed from last year? \_\_\_\_\_. It is **essential** we know what your set up requires. A space will not be reserved without this information.

⇒ Please List all food items that will be sold or attach a separate menu.

(If items are not listed they will not be sold!).

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## Part C: Miscellaneous

All Applicants are required to submit the following items:

- ⇒ The Completed and Signed application form.
- ⇒ A list of items or a menu of all food items that will be sold out of your booth.
- ⇒ Proof of Liability Insurance.

## Part D: Rules and Regulations

**BOOTH SETUP/REMOVAL:** Food vendor setup is **Wed., July 19** between the hours of 8:00 am and 3:00 pm or **Thursday, July 20**. Health department inspections will be done on Thursday –you must make arrangements with the Health Department. Vendors need to be setup and ready for business by 4:00 pm on Thursday. Tear down for all vendors will not begin until 11:00 pm, **Saturday, July 22**. **For the safety and convenience of our vendors and guests, any breakdown prior to 11:00 pm on Saturday is strictly prohibited.** You may either tear down your booth after 11 pm on Saturday or on the morning of **Sunday, July 23**. You must be finished with tear down by 3 pm on **Sunday, July 23**.

**APPROVED VENDORS:** Only vendors whose company(s) name has been approved by the festival office and the Coles County Health Department can sell/display their products at the festival.

**SECURITY:** The festival will provide security via roving patrol. Security is not provided for individual booths. The festival will not be responsible for losses of any kind.

**CLEANUP:** It will be the responsibility of each vendor to maintain a clean and presentable booth. Vendors are responsible for the removal of ALL materials, litter and garbage and will deposit those materials. The DeMars Center located inside Peterson Park will be available for vendor cleanup. The facility will be open and available for use at anytime EXCEPT on Saturday between the hours of 5 am to 11:00 a.m. You will need to provide your own cleaning supplies. We do ask that you please respect the other vendors and help us keep the area clean and neat.

**FESTIVAL SCHEDULE:** Hours of operation are as follows

**Thursday: 5 pm – 11:00pm**

**Friday: 1 – 11:00pm\***

**Saturday: 8 am – 11:00pm \***

**\*Vendors may choose to close their business anytime between the hours of 9 p.m and 11 pm on either Friday or Saturday evening.** On Saturday, vendors must be open between 10 and 11 am.

**CUT-OFF DATE:** Applications must be received in the Festival Office no later than **June 15** in order time for processing and mailing of acceptance letters. **Applications received after that date will be charged a late fee of \$25.00.**

**CHECK-IN:** **Upon arrival, vendors must check in at the Peterson House** (the Peterson House is the red brick building located on the west side of Peterson Park). Here you will receive your directions and parking passes for entering the festival.

**ACCESS AND PARKING FOR FESTIVAL:** All vendors will be provided parking passes. All vehicles must be moved from the Festival Grounds to the designated **vendor parking area by 3:00 p.m. on Thursday, July 20**. Vehicles will not be permitted in the Festival area during activity hours. Vendors restocking from vendor trucks will be allowed on site, but said trucks must remain parked at the assigned vendor parking location and may not be moved to vendors selling site during Festival hours. Restocking must be completed by 7:00 am each day of the operating Festival.

**CANCELLATION:** **A refund request must be received in writing by June 30** and will be subject to a \$25.00 cancellation fee. **After June 30**, there will be no refunds, credit for no-shows or one day usage. If your vendor participation is cancelled by the City of Mattoon or the Bagelfest Committee there will be no refunds.

**ELECTRICITY:** Vendors must indicate on the application if the electrical power is required. Be specific - tell how many 110 and 220 plug-ins you will need.

**MERCHANDISE:** At no time shall the vendor display or sell material, which in the sole judgment of the Bagelfest committee is deemed obscene, dangerous, or unlawful. Expressly prohibited are items including but not limited to the following: drug paraphernalia, knives, spears, Japanese stars, sharp items, weapons, or compressed gas tanks. Vendors must sell their merchandise within their own allotted space.

**INSURANCE:** This Bagelfest Committee requires vendors to provide Proof of Liability Insurance. Insurance companies may fax this information to our office at 217-258-6480.

**REFRESHMENTS:** Small coolers filled with water and/or sodas may be brought to your vendor site (not for resale purposes). Coolers are subject to inspection by the Bagelfest Committee. **NO ALCOHOLIC BEVERAGES ALLOWED FOR CONSUMPTION AT YOUR VENDOR SITE. DRUGS AND ALCOHOL ARE PROHIBITED.**

**Please complete each page, sign the original rules and regulations, and keep a set for your own records.**

I have read the rules and regulations pertaining to exhibiting at the 2023 Bagelfest. I understand that I am applying as a food vendor and that this application does not automatically allow me to exhibit or sell during the festival. Bagelfest will not be responsible for any loss of business or personal property of vendors. The City of Mattoon and the Bagelfest Committee reserve the right to interpret the rules and regulations and amend such rules and regulations at its discretion that it might deem appropriate and to enforce compliance with such rules and regulations. Any violation of these rules and regulations and/or failure to comply with the vendor application requirements shall result in immediate forfeiture of all monies deposited and rights to participation in the festival. I understand that I will be notified by mail as per my acceptance. In consideration of my application, I have fully read and agree to the rules and regulations and I intend to be legally bound for myself, my heirs, executors and administrators, waive, release, and forever discharge any and all rights and claims which I may hereafter accrue to me against the City of Mattoon, Bagelfest, and/or any of their promoters for any and all injuries suffered.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please send completed vendor application, proof of liability insurance and payment made payable to City of Mattoon – Bagelfest to:  
**Bagelfest 2023  
City of Mattoon  
208 N. 19<sup>th</sup> St.  
Mattoon, IL 61938**