



FOOD VENDOR APPLICATION

Second Weekend of September

Vendor applications are due by August 11th.

- 1) Please review all guidelines following this application.
- 2) Make payments payable to Gibson Area Chamber of Commerce. Please include Harvest Fest on the Memo Line. Send checks with application to Harvest Fest, PO Box 89, Gibson City, IL 60936
- 3) Booth Fees are NON-Refundable unless cancellation is received in writing before August 14th.
- 4) Have questions? Contact GCharvestFest@outlook.com or visit us on Facebook at Gibson City Harvest Fest.

Food Vendor Name: _____

Contact Name: _____

Address (City, ST., Zip) _____

Phone: _____

Email: _____

Menu: _____

One Day setup (Friday or Saturday) = \$50.00

Setup both days (Friday and Saturday) = \$75.00

Truck or Booth		FRIDAY, SATURDAY, BOTH	Qty	Cost
12 X 12 Booth	<input type="checkbox"/>	FRI <input type="checkbox"/> SAT <input type="checkbox"/> BOTH <input type="checkbox"/>	_____	\$ _____
Food Truck/Trailer	<input type="checkbox"/>	FRI <input type="checkbox"/> SAT <input type="checkbox"/> BOTH <input type="checkbox"/>	_____	\$ _____

I confirm receipt and understanding of the Harvest Festival Rules and Ford County Health Department regulations. I agree to comply, knowing violations may lead to my vendor application being denied or removal from the festival.

Signer's Name: _____ Signature: _____

Date: _____

Office Use Only:			
Amt Recd:		Date Recd:	
Check #		Permit/Insurance Recd:	



Gibson City Harvest Fest

Food Vendor Rules and Regulations

A. Applications and Payment

- a. Must receive payment by August 11th.
- b. Submission of an application does not guarantee participation.
- c. Payment must be made in full at the time the application is submitted. Applications will not be reviewed for acceptance without payment.
- d. If your application is rejected, you will be notified, and your payment returned.

B. Health Permits and Insurance

- a. All Food vendors will provide a copy of their health permit with their application. Food vendors will not be allowed to set up without proof of Ford County Health Permit – NO EXCEPTIONS, NO REFUNDS.
- b. All Food Vendors must also provide their certificate of liability insurance.

C. Booth Assignments and Operation

- a. Food vendors must specify their total space needs, including trailers, tents, generators, and storage, on their application.
- b. Vendors are responsible for all equipment needed to operate safely, such as covering cords and providing garbage cans.
- c. No power will be supplied—bring your own generator.
- d. Tents must be anchored with ropes and weights; drilling into the street is not allowed.
- e. Vendors must keep their area clean and provide their own trash can if necessary. Festival staff help with trash removal during event hours, but post-event cleanup is up to vendors. Spaces are assigned upon arrival.

D. Food Vendor Hours of Operation:

- a. You will receive an email from GCHarvestfest@outlook.com prior to event with all pertinent information.
- b. Friday Night – Be ready to start serving at 5:00 p.m.
- c. Saturday – All day and can stay after the show if so desired. Be ready to start serving at 11:00 a.m.

E. Load-in times and procedures

- a. Friday check-in will start at 2:00 p.m. and all vehicles must be out of the vendor area by 5:00 p.m.
- b. If you need to restock for any reason, you will not be able to bring your vehicle/trailer to the site after 5:00 p.m. You will be subject to go through security upon reentry.
- c. Saturday check-in will start at 8:00 a.m. and all vehicles must be out of the vendor area by 11:00 a.m. to begin serving.
- d. If you need to restock for any reason, you will not be able to bring your vehicle/trailer to the site after 11:00 a.m. You will be subject to go through security upon reentry.

F. Load-out times and procedures

- a. All vendors are required to return their booth space to its original condition.
- b. Food vendors may begin breaking down their booths at 9:00pm. Vendors will be allowed limited vehicle access to their booths at this time.
- c. If you require overnight parking of your food trailer, please contact event staff after your application has been approved.
- d. Food vendors must remain open until 9pm each night but are encouraged to remain open until the end of each night's entertainment (approximately 12am).
- e. Any food vendor who breaks down or closes their booth prior to the designated time will not be allowed to apply for space at future festivals.

G. Electrical Requirements

- a. No power will be supplied; the vendors are responsible for bringing their own power supply/generators.

H. Refunds

- a. Refunds will be issued if requested by writing by August 14th.

I. Weather

- a. This is an outdoor event and will take place rain or shine. Vendors must bring their own weather protection, and refunds will not be issued for bad weather.

J. Property Damage Liability

- a. Vendor agrees to pay for any damage by the vendor to any personal property, festival property, or City of Gibson property.

K. Failure to comply

- a. By signing the application, the vendor agrees to abide by the rules and regulations of the Gibson City Harvest Fest. Failure to do so will result in the vendor's immediate removal from the festival area without refund of fees.