

★ LOMBARD HISTORICAL SOCIETY PROUDLY PRESENTS THE SEVENTH ANNUAL ★

# LOMBARD'S CIVIL WAR REENACTMENT

JULY 21-23, 2017  
FOUR SEASONS PARK



## Food Vendor Registration Form and Guidelines

All participants are strongly urged to read all sections of the rules and guidelines before submitting your registration to Lombard's Civil War Reenactment. By submitting your registration, you agree to the rules and guidelines.

### General Information

**Early Bird Registration deadline: Friday, June 9, 2017**

#### **Food Truck & Booth Fees:**

By June 9, 2017: \$50 plus 10% total sales for the weekend, or \$100 flat fee for the entire weekend

After June 9, 2017: \$75 plus 10% total sales for the weekend, or \$150 flat fee for the entire weekend

No registrations will be accepted after July 7, 2017.

Please submit your liability insurance by July 7, 2017, or bring it the day of the event. **Please include the Lombard Historical Society and Lombard Park District as additionally insured.**

Vendors are required to be set up from 11:00am-3:30pm on both Saturday and Sunday.

All vendors must prominently display all State and Local permits required to vend food and beverage.

All food vendors are responsible and must obtain a Temporary Food Service Permit from DuPage County Health Department.

Participants agree to pay all the necessary local, state and federal taxes from all earnings at Lombard's Civil War Reenactment to be invited back each year. The Lombard Historical Society waives any responsibility thereof.

Only completed applications, including fees, will be accepted and are due June 9, 2017. Pay by PayPal, check, or money order. Please make checks payable to the Lombard Historical Society.

If you have any questions please contact LHS staff at :

Lombard Historical Society  
23 W. Maple Street  
Lombard, IL 60148  
630-629-1885

The Lombard Historical Society wishes to thank all participants for their contribution in making the Civil War Reenactment weekend a quality event. We hope all of you have fun participating at the encampment and look forward to seeing you at this year's event.

Sincerely,

Sarah Richardt, Executive Director

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FOUR SEASONS PARK



## Food Vendor Registration Form

Vendor Contact Name: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

SSN: \_\_\_\_\_

Vendor Manager: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number/ E-mail: \_\_\_\_\_

Vendor Employees, First and Last Names:

_____	_____
_____	_____
_____	_____

Vendor Description: \_\_\_\_\_

Product, Description and Prices:

_____
_____
_____
_____

## Rules and Regulations

The Vendor, and each individual employee, agrees to abide by the rules and regulations as published by the Lombard Historical Society and acknowledges that a violation thereof may void any contract with the Lombard Historical Society.

All booths must be opened and manned during the reenactment from 11am – 3:30pm.

At all times Vendor agrees to operate their business and any concessions granted hereby in a safety-first and always courteous manner.

You must prominently display all State and Local permits required to vend food and beverage.

The Vendor further agrees to operate in every respect, in full compliance with all local, state, and federal law regulations.

The Vendor understands and agrees that during the course of the encampment, the Vendor might appear in photographs, videos, film, recordings and the like in connection with the Vendor's participation in the Festival. Vendor hereby consents to the use of any such audio, photo or video portrayal of the Vendor or the Vendors structure by the Lombard Historical Society or advertising, promotional, or any other purposes, and agrees that any such portrayals shall thereafter become the sole property of Lombard Historical Society for their use thereafter.

Vendor further agrees to comply with any reasonable request from the Lombard Historical Society for the Vendor to assist in the public relations activities of the encampment while on the encampment site.

## Registration

Only completed applications will be accepted and are due June 9, 2017. PayPal, checks or money orders are accepted. Please make checks payable to the Lombard Historical Society.

## Forms

You must prominently display all State and Local permits required to vend food and beverage. All food vendors must obtain a Temporary Food Service Permit from DuPage County Health Department. Download Health Department forms.

Forms and fee must be submitted at least 10 days prior to the event or the vender will be assessed a late fee equal to 25%. Vendors are responsible for paying for their permits; the Lombard Historical Society holds no responsibility.

## Taxes

Participants agree to pay all the necessary local, state and federal taxes from all earnings at Sweets Civil War Encampment, to be invited back each year. The Lombard Historical Society waives any responsibility thereof.

## Flat Fees and Percentage Fee

If the Vendor decides to pay the flat fee, that fee is due along with the registration form. Checks can be made out to the Lombard Historical Society. Checks and registration forms should be sent to:

Lombard Historical Society 23 W. Maple Street, Lombard, IL 60148

Vendors choosing to pay a reduced fee and a percentage will pay a 10% donation of his or her profits to the Lombard Historical Society a 501c(3). Payment is due at the end of the event on July 23, 2017 (See LHS staff at the event,) or mail within 10 days after the event with a copy of the breakdown of sales.

## Fire Extinguishers

Fire Extinguishers are required at each booth. The Fire inspector will be making random checks at each booth through the course of the weekend. Please have fire extinguishers present at all times.

## Insurance

All Food Vendors must supply a copy of their liability insurance. All Workers' Compensation Insurance is the liability of each Vendor.

Please supply a copy of your insurance by July 7, 2017, or the day of the event. You must submit a copy of the current insurance for our records with your application showing you have insurance currently, and submit a copy of the renewed insurance after renewal. Vendors without insurance may not participate in our encampment and will not receive a refund.

## Drinking and smoking

Consumption of alcohol and/or use of any illegal substance by participants during encampment hours is prohibited. Smoking of cigarettes must be done discretely behind the scenes.

Please secure your valuable merchandise when not at your booth.

The Lombard Historical Society is not responsible for the theft of any merchandise or personal property left on the site.

Sign and date if you have read the Rules and Regulations above:

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Signature of Authorized Representative

(please print name following signature)

Date

## Site Requirements

### Setup

Food trucks and booths are required to be set up by 11:00am on both days of the reenactment. Please check in prior to setting up your truck or booth.

All trucks and booths are required to set up on encampment days and must be open until 3:30pm unless previously arranged through the Lombard Historical Society.

Vendors are limited to 4 people in the booth.

Vendors will provide all equipment necessary for food service. Vendors must supply their own waste receptacles.

The reenactment ends Sunday July 23, 2017, at 4:00 p.m.

Sites must be returned to their original condition prior to leaving the event.

### Electric

Vendors must provide their own electricity; all power devices must be shielded for minimum noise.

## Submitting Items

Please fill out the included approval form for all food to be sold. Please supply the food item name, a description of the item and price. The encampment works diligently to provide a venue where all of our vendors can thrive.

No Vendor has Exclusive Agreements with the Lombard Historical Society.

## Not to Sue and Hold Harmless Agreement

Vendors shall release, waive, discharge, and covenant not to sue, and agree to indemnify and hold harmless the Lombard Historical Society each and every of its managing members, officers, directors, volunteers, sponsors, agents and the Lombard Park District, its agents, employees officers, and volunteers from and against any and all loss, liability, expense, claim costs (including costs of defense), fines, penalties, consequences, and suits and damages of every kind, nature and description.

Vendors shall pay all claims, damages, judgments, legal costs, adjustors' fees and attorneys' fees and attorneys' fees related thereto. Vendors understand and appreciate the potential dangers, hazards, and/or risks, directly and/or indirectly inherent in participating in the encampment and its associated activities and events, which may include but are not limited to the loss of life, serious loss of limb, or loss of property.

Vendor's participation in the encampment and its associated activities and events is completely voluntary and at the Vendor's own risk. Vendors voluntarily assume full responsibility for any risks of loss, property damage or personal injury including death that may be sustained during or as a result of participation in the encampment and its associated activities and events whether caused by an act of commission or omission on the part of the producers or otherwise.

It is the express intent of the Vendor that this covenant not to sue and hold harmless agreement shall bind the members of their family and spouse if alive and heirs, assigns and personal representatives if deceased.

In signing this covenant not to sue and hold harmless agreement I acknowledge and represent that I have read the foregoing covenant not to sue and hold harmless agreement, understand it, and sign it voluntarily as my own free act and deed; no oral representation, statements, or inducements apart from the foregoing agreement that has been reduced to writing have been made. I execute this document for full, adequate and complete consideration fully intending to be bound by the same, now and in the future. By completing the information and signing below, I agree to Covenant not to Sue and Hold Harmless conditions stated above.

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Vendor Name

By submitting this registration, we agree to abide by the event's guidelines, site requirements, and the not to sue and hold harmless agreement.

Please sign, initial and date below:

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Signature of authorized representative

Initial

Date