



**FOOD TRUCK CONCESSION CONTRACT**  
**2<sup>nd</sup> Annual Harvard Food Truck FEASTival**  
**Saturday, July 13, 2019 2 pm - 10 pm**

NAME OF CONCESSION: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 PHONE: (\_\_\_\_) \_\_\_\_\_ CELL: (\_\_\_\_) \_\_\_\_\_  
 E MAIL: \_\_\_\_\_ SALES TAX ID# \_\_\_\_\_ **REQUIRED**

APPROVED: \_\_\_\_\_ Enclosed is our payment in the amount of \$ \_\_\_\_\_  
 Food Vendor Chairman  Cash  Check # \_\_\_\_\_  
 PAYMENT RECEIVED BY \_\_\_\_\_

Check payable to City of Harvard  
 & Mail to: Attn: Harvard Events Committee  
 P.O. Box 310  
 Harvard, IL 60033 Vendor License number \_\_\_\_\_  
 (Office use only)

*For more information, call us at 815-943-6468, Option #1, Ext 105 or E-Mail us at moller@cityofharvard.org*

We hereby request permission to operate a \_\_\_\_\_ stand(s) at the Harvard Events Committee Food Truck FEASTival on Ayer Street, Harvard, Il . Saturday, July 13<sup>th</sup>, 2019.

**SPACE COST CHART**

Charge is: **\$100.00 for concession.**

Please list the size of the concession, including overhang and/or railings:  
 Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Concession must be SUSTAINABLE. There is NO ELECTRIC availability at this location.

- Stand is to be furnished by concessionaire and erected at a site agreeable with the Grounds Chairman of Harvard Food Truck FEASTival. Each concession shall provide their own tables, chairs, displays, etc.

Please explain the type of stand(s):

- \_\_\_\_\_
- A. Food Trailer
  - B. Food Booth

- For Food Concession only – Please attach on a **separate sheet** a list of **ALL** the food and drink items sold: (Note: Food Vendor Chairman will review list & may require changes or deletions.)
- The area 25' around your stand will be kept neat and clean at all times and all debris from the stand will be placed in suitable containers before vacating the grounds. **THERE WILL A \$100 FINE IF ANY DEBRIS OR CARDBOARD IS LEFT AT YOUR SITE AND IS NOT DISPOSED OF PROPERLY. IN ADDTION, YOU WILL LOSE YOUR FIRST RIGHT OF REFUSAL FOR THE FOLLOWING YEAR.**
- The person that signs this contract must be present as the concession(s) is/are put in location on Ayer Street.

5. It is understood that the City of Harvard, Harvard Events Committee, and sponsors of this event, assumes no liability whatsoever for the operation of this stand. **Each concessionaire is to submit a Certificate of Insurance listing the City of Harvard as additional insured's with a waiver of subrogation.**
6. **FOOD CONCESSIONAIRES: Each concessionaire must obtain their own Health Permit from the McHenry County Board of Health. Contact them at The Annex Building, 2200 North Seminary Street, Woodstock, IL 60098 Phone: (815) 334-4585.**
7. The Harvard Truck Food FEASTival Vendor Chairman reserves the right to allocate space to late entries, based on availability. It is also at the discretion of the Food VendorChairman to turn any concessionaire away as he/she sees fit.
8. Each concessionaire is responsible for his/her own taxes.
9. This contract is void unless signed by the concessionaire and by Food Vendor Chairman.
10. Roving concessions will not be permitted on the grounds. All exhibitors or concessions must sell from their booths only. No one will be permitted to sell in walkways or stand in walkways or stand in walkways directing people into their booth.
11. No alcoholic beverages are to be displayed or sold by concessionaires.
12. Integrity and appearance must be practiced at all times.
13. Opening and closing hours are regulated by the Harvard Food Truck FEASTival Chairman. Ayer Street must be vacated by midnight on Saturday, July 13th, 2019.
14. **No motorized vehicles** are allowed on the Park Grounds during operating hours, unless approved by Food Vendor Chairman.
15. No glass bottles allowed. Concessions selling pop are encouraged to use cans instead of plastic bottles.
16. The foregoing terms are acceptable to me, and I agree to abide by the requirements

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**SIGNATURE of owner or principal**

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**PRINTED NAME of owner or principal**