

January 2015

Thanks for inquiring about being a vendor at the Liberty Bank Amphitheater.

Enclosed please find the General Information, Commercial Booth Application, and Electrical Sheet.

Please review each carefully, as there have been some changes, such as: operation schedule and participation fees.

Once the application is completed and returned, you will be notified if you were selected to participate and an agreement will be mailed to you.

Please complete and submit your application and the \$50 deposit at your earliest convenience, as vendors are reviewed on a first come, first serve basis.

Also, please visit www.libertybankamphitheater.com for continuous entertainment and programming updates.

In the meantime, should you have any questions or need additional information, please contact me via email at david@hanonmanagement.com. The Selection process will be based on first come, first serve basis with menu mix, booth set up, and experience being heavily weighted.

David Hanon
Pit Stop Concessions

General Information

PRODUCTS

Commercial vendors may NOT any food or beverage products.

All products and pricing are subject to the approval of PSC. If food or beverages are sold, your operation will be shut down. No cans or bottles can be distributed other than those sold by PSC.

APPLICATIONS FEES AND DUE DATE

A \$50.00 check or money order payable to PSC must accompany your application for your 10' x 20' booth space. (Additional frontage is available, please see Booth Rent.) **Applications and fees are due immediately.** The application fee will hold your booth space and **will be used as a security deposit** if selected as a vendor. The application fee will be refunded only if your vendor application is not selected. There is a \$50.00 charge for checks returned due to insufficient funds, etc.

ACCEPTANCE

Upon approval of the application, PSC, LLC will issue an acceptance packet, which will include a contract lease agreement, invoice, map, information sheet, list of service providers, health permit application, amphitheater/city permission and tax forms. The contract must be signed and returned with payment in full as soon as possible and must be received before event set-up.

SALES REPORTS and SALES TAX

Each booth is responsible for paying its own Illinois sales tax and any other applicable taxes. Tax is computed on gross sales. When pricing products, take into consideration sales tax and percentage rent. Tax exempt organizations must submit proof of the exemption status to accompany the application.

A detailed, electronic record of sales which must be turned in nightly.

BOOTH SELECTION PROCESS

PSC, LLC seeks to place unique, attractive, and professional concessionaires, who will provide our festival goers with high quality, new, and diverse products. Selection of commercial vendors is an ongoing process and begins with the earliest booth commitments received.

Booths are selected on a variety of other factors, which may include but are not limited to:

- Quality of products
- Total Fair product mix
- Experience with this and similar events
- Product presentation
- Booth appearance (include photo)
- Availability of booth space

BOOTH RENT

Rent is 15% of sales for a 10' x 20' area for duration of event. Larger booths may be permitted (based on space availability) for additional fee.

LICENSES AND PERMITS

Each vendor will need to apply for all appropriate health, city and propane permits and permission forms.

These fees are additional to your booth rent.

Each vendor must submit with their application Copy of their current/valid permits.

INSURANCE

Please see attached copy of a Certificate of Insurance.

A Certificate of Insurance must also be provided, and proof of workers' compensation insurance coverage. If, under the laws of Illinois you are exempt from workers' compensation insurance, a completed Workers' Compensation Exemption affidavit will serve in lieu of said Certificate of Insurance. **All booths must have insurance.**

HEALTH DEPARTMENT

All vendors must comply with the rules and regulations of the City of Madison Health Department if applicable. Failure to meet these requirements can result in confiscation of product and/or complete shut-down of the booth.

WATER

Water spigots will be available. Hoses will not be provided. You may not run a hose from the spigot to your booth. We suggest you bring containers and handcarts to carry water as needed.

ELECTRICITY

If you need electricity—costs are as follows:

Electricity for vendors 10' x 10' spaces

110v/ 8 hours each \$15 each

30 amp/ 8 hours each \$25 each

50 amp/ 8 hours each \$40 each

Additional amperage is additional cost.

For voltage of double or triple phasing and for all 220-volt phasing, the additional cost is for a special hook-up. Please use the enclosed form to outline your electrical requirements in detail including voltage, amperage, and phasing. There will be no electricity available unless purchased as shown above.

Please be certain of the amperage that you will need to run your equipment. If you are in doubt contact a certified electrical contractor who can look at your equipment and tell you how much voltage and how many total amps of electricity you will need to run all of your equipment. You will receive the exact amount of electricity (amperage) that you purchase. The electrical cabling connected to your booth will handle only the amperage that you order.

Since vendors share power sources it is complicated and expensive to make changes after the initial set up. One vendor with equipment using more amperage than the cable is set for will trip breakers and disrupt electricity to several vendors.

Vendors that need additional power because of inaccurate information on the electrical order form or faulty equipment will be charged \$500.00 for each additional 120-volt 20 amp circuit plus labor.

Vendors that order 120-volt circuits and need 220-volt single phase will be charged \$1200.00 plus labor.

Therefore, please make sure you list all of your electrical equipment with the exact amperage needed and correct phasing on the electrical form. It is very important that you contact a certified electrical contractor if you are not sure of your electrical needs. (Note: the above amounts are currently estimated amounts; actual rates may differ; you will be charged the actual rate).

All of your electrical appliances must be grounded (3 prong). All plugs must be 3 prong grounded or a ground fault interrupter must be used in conjunction with a 2-prong plug.

You must bring your own extension cords and they must be in good condition (3 prong).

Continuous electric service is not guaranteed, although every effort is made to keep it operational. PSC is not responsible for loss of revenue or product(s) due to power failure or voltage fluctuation. Please complete and mail the attached **Electrical Form** along with your application.

PROPANE

All vendors using propane must follow the rules and guidelines as follows:

1. Vendors may keep no more than three 100-pound cylinders in their booth at any given time.
2. Vendors may manifold/connect a maximum of two 100-pound cylinders at any one time.
3. A 100-pound cylinder is much safer than many smaller cylinders. If you use cylinders 99 pounds or less, the total weight of these smaller cylinders must not exceed 100 pounds in your booth.
4. Cylinders not in use must be secured and chained at least five feet away from the cooking area. No equipment should be chained to trees, signs, or benches other than belonging to the vendor.
5. Gas cylinders may only be brought to or removed from your booth before opening and after closing each day of the event.

NON-FOOD VENDOR COMMERCIAL BOOTH APPLICATION

Please complete one application per booth/location. A security deposit **must** accompany this application. This security deposit will be handled in accordance with the terms of the Commercial Booth Agreement, if you are selected, or returned if you are not selected as an operator. **This application is for informational purposes only.** Final determination of products, location, pricing and all other obligations of the parties will be governed by the term of the Commercial Booth Agreement (if you are selected as an operator).

Business Name _____

Contact Person _____

Business Address _____

City State Zip _____

Business Phone _____ Home Phone _____

Cell Phone _____ Fax _____

E-Mail Address _____

Social Security Number _____

Or **Federal** Tax ID No. (Not State) _____

Products You Wish to Sell

Please list the product and/or service you wish to sell. (Attach additional sheet if necessary). **Please note: No food, alcohol, soda, bottled water, or Isotonic may be sold. All items should be priced in terms of dollars.**

Product/service	Cost
1.	
2.	
3.	
4.	
5.	
6.	

BOOTH RENT and LOCATION

Rent consists of 15% of Gross Sales. If you require additional space for storage (outside the boundaries of your booth), there will be an additional fee depending on the size of the booth. Storage is confined to the rear of a booth (where available).

BOOTH OR TRAILER (if applicable)

Will you bring your own trailer or booth? Please check **one** below.

Trailer

Length/Frontage _____

Width/Depth _____

Height _____

Be sure to include hitches, awnings, overhangs, hats, flags, signs, etc.

Which side of the trailer do you sell out of?

Driver Passenger Rear

Own Booth Yes _____ No _____

Length/Frontage _____

Width/Depth _____

Height _____

Tent rental is available if needed.

(10' x 10' or 10' x 20' = \$60/\$80/tent plus set-up @ \$80 each

PROPANE GAS

Will you be using propane gas? YES NO

You will need a fire extinguisher? YES NO

ELECTRICITY

Do you plan to use electricity? YES _____ (Complete attached Electrical Form)

NO _____

This application is only a request to be considered as an operator at Liberty Bank Amphitheater.

All questions must be answered legibly and completely before consideration can be made.

I have read and understand the above information included with this application, and I have answered the above questions, truthfully, and to the best of my ability.

Application must be signed for consideration.

Signature

Date

Check made payable to:

Pit Stop Concessions, LLC

Security Deposit of \$50.00 Must Be Submitted with application

Pit Stop Concessions

David Hanon

700 Raceway Blvd.

Madison, IL 62060

Electrical Form---

In order to provide you with the proper electrical service, it is critical that we have your exact electrical requirements. Additional power may not be available at the time of the event. Additional power, if available, will only be run to your location at additional cost to you. Please list the type of appliances you would like to utilize. Most appliances will have nameplates that will provide information on voltage, amperage and phasing. If not, you must contact a certified electrical contractor or the manufacturer to determine this information and list below. PSC, LLC cannot advise you.

Please complete
for each appliance.

**(Mandatory)
Equipment**

**Voltage
(120 or 220)**

Amperage

**Phasing (single,
double or triple)**

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