



Lemont Heritage Fest

28th Anniversary Celebration!

Saturday, July 14, 2018

Non-Profit Vendor Application & Agreement

Vendor/OrganizationName: _____

Contact Name: _____ Tax ID #: _____

Address: _____ City, State, Zip: _____

Phone: _____ Email: _____

Please describe products/services/information to be sold or presented: _____

Will you need access to Electricity? YES _____ NO _____

* * * * * **For more information, please call 630-243-2700.** * * * * *

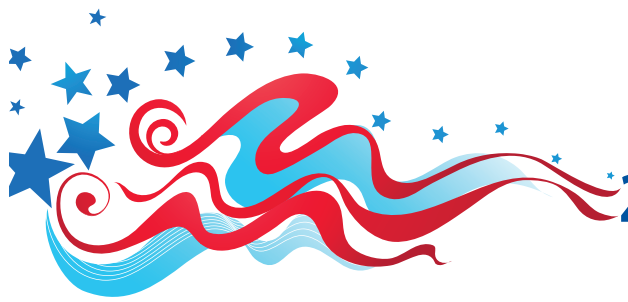
Please complete the above information and return to the Lemont Festival Committee by Thursday, June 14, 5:00 p.m. Please be sure to include the following items:

- If electricity is required, fee of \$10.00.
- Application and Signed Vendor Agreement.
- *Certificate of Insurance for the day of event naming the Village of Lemont as an additional insured.

*** Please return this Application, fees of \$10.00 if applicable, and required attachments to: Village of Lemont / Heritage Fest, 418 Main Street, Lemont, IL 60439.**

*** * ALL NON-PROFIT ORGANIZATIONS MUST OPERATE FROM A CANOPY OR TENT.**





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Non-Profit Organization Vendor Agreement

In exchange for vendor space at Heritage Fest, Saturday July 14, 2018, the undersigned Vendor agrees to the following terms as set forth by the Village of Lemont:

1. The Village of Lemont agrees to reserve a Vendor space free of charge (*fee of \$10.00 if electricity is required) of not less than 10x10 feet.
2. **Non-Profit Organization vendors MUST OPERATE FROM A CANOPY OR TENT and must follow the guidelines for tents as stated in the attached *Carnival and Festival Guidelines*, distributed by the Lemont Fire Protection District.**
3. Vendors must provide their own tent/booth/tables and any signage.
4. Electricity is available for \$10.00 (vendors must supply power cord).
5. **No non-profit organization vendors may sell or distribute unpackaged food items without the express approval of the Village of Lemont.**
6. The Village of Lemont will assign vendor locations after acceptance of this offer by Vendor.
7. Vendor is responsible for setup and removal of all equipment, tents, and other items used for the event, removal of unsold items at the end of the event, and removal of all trash from the assigned area at the end of the event.
8. Setup of equipment by Vendor will begin no earlier than 12:00 noon on Saturday, September 2, and must be completed by 3:00 p.m. of that same day. Take down of Vendor equipment will begin no sooner than 8:00 p.m. of that same day (*children's activities end at 8:00 p.m.*). All Vendor equipment and excess trash must be removed the evening of July 14.
9. Violation by Vendor of any terms of this agreement or any specific event rules as set forth by the Village of Lemont will render this contract void. Upon such violation, the Village of Lemont may, at its discretion, require Vendor to immediately cease operation at the event, and, within a reasonable period of time, remove all items and equipment, without reimbursement of any expenses or fees paid by Vendor.
10. Acceptance of this offer must be made by returning a copy of this Agreement, signed by the Vendor or its duly authorized agent, and accompanied by the following items:
 - a. Vendor fee for electricity, if applicable;
 - b. Fully signed Vendor Application and Agreement;
 - c. Certificate of Insurance for day of event, naming the Village of Lemont as an additional insured.
11. This Agreement shall be null and void if all of the required items are not received at the Lemont Village Hall by 5:00 p.m. on Thursday, June 14th.

The undersigned has read and reviewed this contract and all attached information and hereby agrees to abide by all regulations contained within this contract.

Vendor's Signature

Date

Please sign and return this Agreement with any applicable fees and documents no later than **Thursday, June 14, 2018, 5:00 p.m.** If electricity is required, please make checks payable to: Village of Lemont.



LEMONT FIRE PROTECTION DISTRICT

BUREAU OF FIRE PREVENTION

15900 New Avenue
Lemont, IL 60439
Business: (630) 257-0191
Fax: (630) 257-5318
lemontfire.com
fpb@lemontfire.com

CARNIVAL AND FESTIVAL GUIDELINES 2017

Listed below are the necessary Fire Code requirements that pertain to your upcoming event. The purpose of which is to promote Life Safety and Property Preservation from fire or other similar emergencies and insure that all attendee's are safe and your event is successful!

- **FIRE LANES:**
Fire lanes of a minimum of 20 feet wide shall be maintained into and around rides, line-up games, tents, etc.
- **GENERATORS:**
Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6096 mm) and shall be isolated from contact with the public by fencing, enclosure or other *approved* means. All generators shall be properly grounded and protected from unauthorized access. Fueling of this equipment shall be conducted before the event is open to the general public. Refueling shall be performed in an *approved* location not less than 20 feet (6096 mm) from tents or membrane structures. This refueling process shall be supervised with an appropriate 4A60BC portable fire extinguisher readily available.
- **TENTS:** All tents shall be of a flame retardant material and have a label permanently attached indicating its rating. A copy of these certificates shall be submitted to this Agency at least three days prior to tent set-up. Acceptable means of egress, including access aisle ways shall be established and maintained. Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing and meet manufacturer's guidelines. Documentation of structural stability and manufacturer's guidelines shall be furnished to the *fire code official* on request. Open flame or other devices emitting flame, fire or heat or any flammable or *combustible liquids*, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet (6096 mm) of the tent or membrane structures while open to the public unless *approved* by the *fire code official*.
- **FIRE EXTINGUISHERS:**
All tents with any cooking devices or propane tank shall have a minimum of one fire extinguisher with a minimum rating of 4A60BC. This appliance shall be readily visible, accessible, and hung properly.

- **ELECTRICAL WIRING:**
Temporary electrical wiring shall be protected in all pedestrian and vehicle traffic areas. Electrical extension cords shall be of a minimum length and use and be properly rated for its intended purpose. All electrical cords shall have GFCI protection.
- **PROPANE TANKS-COMPRESSED GASES:**
All tanks and cylinders shall be chained or secured in an upright position at all times whether full or empty. Position the cylinders so the pressure relief device points away from areas where people may gather or where there may be a source of ignition. If tents are in use, the pressure relief device should point away from the tents. Propane tanks should be protected from any source of heat within 6 feet. Bulk storage of cylinders shall not be within any other related activity. Cooking and heating equipment shall not be located within 10 feet (3048 mm) of *exits* or combustible materials.
- **STAND BY PERSONNEL:** When, in the opinion of the *fire code official*, it is essential for public safety in a tent or membrane structure used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the *owner*, agent or lessee shall employ one or more qualified persons, as required and *approved*, to remain on duty during the times such places are open to the public, or when such activity is being conducted.
- **CROWD MANAGERS:** There shall be trained crowd managers or crowd manager/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as *approved*.
- **FOOD TRUCKS:** An approved fixed fire suppression system shall be properly installed above all grills and similar cooking equipment. This system shall be further designed and installed in accordance with N.F.P.A. Standard 17-A, 2013 Edition, and U.L. #300. An approved compliment Class K portable fire extinguisher(s) shall be installed throughout the kitchen area of the truck in accordance with N.F.P.A. Standard #10, 2013 Edition. Exact size, quantity, and placement of these fire extinguishers shall be determined by the Bureau of Fire Prevention in accordance with International Fire Code, 2015 Edition (Section 904.12.5.2).